

## INTERN PERSON SPECIFICATION

	Essential or Desirable	Tested on Application (A) Interview (I)
<b>Skills and Competences</b>		
Good written and verbal English to be able to draft documents and short reports and explain concepts	E	A and I
Self management skills – the ability to manage time and tasks with minimum supervision	E	A and I
High levels of initiative / ability to take the lead for pieces of work	E	A and I
An entrepreneurial or innovative approach to social issues and difficult challenges	D	A and I
Ability to problem solve and ability to handle day to day challenges	E	A and I
Interpersonal skills, evidence of ability to work well with colleagues and as part of a team	E	A and I
Research – ability to research complex issues and produce summarised clear information which is well referenced	E	A and I
Good IT skills, able to competently use the full range of Microsoft office packages	E	A and I

<b>Experience in the following areas (only some of these elements will be required by each project depending on content)</b>		
Organising running and / or taking notes of meetings	D	A and I
Research, undertaking one or more research projects	D	A and I
Measurement of social impact / Return on investment or evaluation	D	A and I
Experience of creative media and or design	D	A and I
<b>Qualifications</b>		
Educated to A level or equivalent	E	A
Degree	D	A
Masters Degree	D	A