

## Person Specification

Job Title: Intern Vacancy		
Specification	Essential	Desirable
Education/Training	Educated to A level standard	Degree or equivalent qualification
Relevant Experience	Experience of some form of research work or the ability to undertake research as instructed.	Proven ability to manage a project.  Experience of working in a charity or corporate setting.  A genuine interest in developing a career in the 3 <sup>rd</sup> sector or Social Enterprises.
Relevant Skills and Aptitudes	Excellent skills in oral and written communication and report writing.  Ability to communicate persuasively either via the phone or face to face if required.  Ability to work across organisations and develop systems/processes that facilitate effective partnership.  Effective time management skills and self-motivation.  Ability to record and measure outcomes. Ability to work on your own initiative.	Ability to initiate projects  A confident, polite phone manner.  Ability to think laterally and bring your own ideas.  Smart personal appearance with a positive “can do” attitude and a proactive, creative and enthusiastic approach to all aspects of work
Organisational and Administrational Skills	Good Organisational Skills  Managing work priorities effectively  Confident use of Microsoft Office Word Excel and Outlook.  Ability to complete tasks with accuracy.  Fluent user of email and the web.  Planning work in line with management priorities.	
Special Requirements		Full, Clean driving licence.