

Person Specification – Projects & Policy Internship

Applicants will be expected to demonstrate the following through the recruitment process.

Applicants should detail their skills, experience and knowledge for all items marked with * in the covering letter (maximum 2 sides of A4) as this will be scored as part of the shortlisting process.

Experience and knowledge

		Essential/ Desirable
1.	Politics, sociology or other relevant degree	Essential
2.	Experience of working with children or adults with learning disabilities and/or autism and behaviour that challenges	Desirable*
3.	Knowledge and understanding of learning disabilities, challenging behaviour and related issues	Desirable*

Skills / personal qualities

		Essential/Desirable
4.	Excellent organisational skills including the ability to manage a varied workload, work independently and work to deadlines	Essential*
5.	Ability to source information and present complex information, data and concepts in a way that is simple and easy to understand	Essential*
6.	Excellent written communication skills, able to communicate in a range of styles to suit the audience e.g. policy documents, email updates, website posts, social media	Essential*
7.	Sound IT and word processing skills, ability to learn and use new applications quickly. Proficient in the use of Office 365 applications including SharePoint	Essential
8.	Excellent listening and oral communication skills	Essential
9.	Initiative and self-motivation	Essential*
10.	Ability to work collaboratively with a range of external partners	Essential*
11.	Ability to work flexibly within in a small team environment	Essential*
12.	Ability to empathise with the needs of family carers	Essential

13.	A commitment to promoting equality, diversity and human rights.	Essential
14.	Willingness to undertake occasional travel to meetings across England which will involve travelling outside of your usual working hours	Essential