

## Graduate Internship Role Description

This role description is designed to give you an idea of what volunteering as an Intern at the Helena Kennedy Foundation (HKF) will involve. It briefly highlights the commitments, skills, and benefits you can expect from taking up the role.

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| <b>Role:</b><br>Graduate Intern   | <b>Time Commitment:</b> <ul style="list-style-type: none"> <li>• 9 – 12 month placement</li> <li>• 4 – 5 days per week during placement</li> </ul>   |
| <b>Who can be involved?</b> <ul style="list-style-type: none"> <li>• Recent graduates</li> <li>• Undergraduates on sandwich course</li> </ul>   | <b>How you will do it:</b> <ul style="list-style-type: none"> <li>• Based at HKF head offices in Milton Keynes</li> <li>• You will need to be able to travel there</li> </ul>  |
| <b>Your main contacts will be:</b><br>Charity Director <span style="float: right;">Student Support Manager</span>   |  |
| <b>What you will be doing:</b> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Fundraising</li> <li>• Policy and Communication</li> <li>• Publicity and Marketing</li> <li>• Project and events management</li> </ul>  | <b>Your interests:</b> <ul style="list-style-type: none"> <li>• Want to gain work experience with pioneering national charity</li> <li>• Want to work in charity sector</li> <li>• Want to work in an educational charity in the field of tackling social injustice</li> <li>• Want an all round view of how a charity is run</li> </ul> |
| <b>How much it will cost you:</b> <ul style="list-style-type: none"> <li>• We will cover your travel and food expenses (on production of receipts)</li> <li>• If you are concerned about financial implications then we are willing to negotiate an honorarium payment</li> </ul>   | <b>What skills you will need:</b> <ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Committed</li> <li>• Self motivated</li> <li>• Able to work both as part of a team and on your own</li> </ul>  |
| <b>Benefits:</b> <ul style="list-style-type: none"> <li>• Develop a portfolio of skills for career in voluntary sector</li> <li>• Attend voluntary sector training events and develop new skills applicable to the working environment</li> <li>• Experience responsibility within a national charity, in a supported and encouraging environment</li> <li>• 'Put something back' and help students to get on in their studies and lives</li> </ul>                                       | <b>Training and support:</b> <ul style="list-style-type: none"> <li>• Relevant training</li> <li>• Complete support from the Director and Student Support Manager throughout internship</li> <li>• Certification on completion of placement</li> </ul>   |
| <b>How to apply:</b> <ul style="list-style-type: none"> <li>• Fill in the application form and e-mail it to <a href="mailto:rachel@hkf.org.uk">rachel@hkf.org.uk</a>.</li> <li>• The appointment process will be overseen by a panel chair by Dr. Ann Limb.</li> <li>• There will be an interview after application.</li> <li>• If you want to discuss the process further then please contact Rachel Watters, Director, on +44 (0)1908 363453 or by the e-mail address above.</li> </ul> | <b>Websites:</b><br><a href="http://www.hkf.org.uk">www.hkf.org.uk</a><br><br><b>Address:</b><br>Helena Kennedy Foundation<br>The Mansion<br>Bletchley Park<br>Bletchley<br>Milton Keynes<br>MK3 6EB   |