

Job description: Intern

Social Life is a social enterprise, set up in 2012 by the Young Foundation.

Our mission is to reconnect placemaking with the everyday experience of people and neighbourhoods. We work internationally with communities, built environment professionals, public agencies and governments, putting people and social need at the heart of the way cities, towns and new developments are planned, developed and managed.

Social Life has run an internship scheme since 2012. Internships are paid at the London Living Wage. This internship is for an initial three months, with the possibility of extending to six (tbc).

The work involves a range of duties including:

- carrying out research in different contexts, supported by Social Life researchers
- attending meetings, workshops and events and talking to residents
- analysing data
- providing support to design and facilitate workshops
- help writing reports and desk-based research
- monitoring social media sites
- administrative tasks
- other tasks that are appropriate to the skills and experience of the current intern.

The role will involve working across a range of different projects, including research, data analysis and practical work. Our work is flexible and new projects are likely to emerge over the period of the internship.

Person specification

This is an important role, which requires the following:

- knowledge of planning, urbanism, housing or a related field
- some knowledge of, and desirably, direct experience of community development
- an ability to work well in teams, be creative and flexible and work well under pressure
- experience of carrying out basic administration
- confidence and initiative to spot what needs to be done, as well as to respond to specific direction
- ideally the candidate will have experience working alongside community groups in an inner city environment
- an understanding of housing policy, estate regeneration and local government is also desirable.

The following skills are core to the role:

- strong interpersonal and communication skills.
- strong writing skills
- fluent written and spoken English
- good administrative and computer/technology skills and Microsoft Office proficiency
- knowledge of design programmes such as InDesign and Illustrator, and social media is desirable.

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