

# Job description: Intern

Social Life was set up in 2012. Our mission is to reconnect placemaking with the everyday experience of people and neighbourhoods. We work with communities, built environment professionals, public agencies and central and local government, 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 (currently £11.05 per hour). This internship is for three or four days a week, for an initial three months.

**We are very interested in receiving applications from people from Black and ethnic minority communities as they are currently underrepresented in our team.**

The work involves a range of tasks including:

- carrying out research on a variety of projects, supported by Social Life researchers
- attending and helping organise meetings, workshops and events
- analysing data, with support
- help writing reports and desk-based research
- administrative tasks to support the team and the office
- other tasks that are appropriate to the skills and experience of the current intern.

The intern will work across a range of different projects, including research, data analysis and practical projects in neighbourhoods. There will be opportunities to shadow the team and learn from our work.

## Person specification

This is an important role, which requires:

- knowledge of planning, urbanism, regeneration, housing or a related field
- some experience of carrying out research in a similar context
- some knowledge of (desirably direct experience of) participatory research or 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.

The following skills are core to the role:

- basic research skill and knowledge
- strong interpersonal and communication skills (including strong writing skills)
- fluent written and spoken English
- team working skills
- good administrative and computer/digital skills and Microsoft Office proficiency
- knowledge of design programmes such as InDesign and Illustrator is desirable.

April 2022

