

## SOCIAL LIFE VACANCY: PAID INTERNSHIP

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.

We are looking for a motivated, personable and organised person to work with us on a variety of projects. This is a part time internship (three days a week) for six months (Nov 2016 to May 2017) and we offer the London Living wage of £9.40 per hour. This new post will be based in South London at Social Life's office in Elephant and Castle.

### Background

Social Life is a social enterprise, taking forward the Young Foundation's work on placemaking and innovation. We advise agencies across sectors, carry out research and develop practical projects. In the last year we have worked with major house builders; a household name retailer; housing associations; a number of different councils; national third sector organisations; and internationally in Sweden, Denmark and Korea.

For more about our work look at our website [www.social-life.co](http://www.social-life.co)

### What the job involves

The intern will be involved in a range of different work across all our projects, including research, community engagement and practical projects. The work involves a range of duties including:

- carrying out different types of research, from data analysis to interviews with local residents
- providing support to design and facilitate workshops
- writing reports and other documents
- monitoring social media sites
- administrative tasks and helping with the running of the office.

### What we have to offer

This is a part time internship position (three days a week) for a period of six months. You will receive the London Living wage of £9.40 per hour. The candidate will need to be flexible with days and may have to participate in evening events or weekend events on occasions. There may be an opportunity to increase the number of days, depending on workload.

The role offers:

- the chance to work for and help shape a small and dynamic organisation
- significant responsibility and the opportunity to work closely with an experienced team who can offer support and guidance
- a unique chance to work on ground-breaking projects within a specialised field
- the London Living wage of £9.40 per hour.

## Person specification

This is an important role, which requires the following:

- knowledge of planning, urbanism, housing or a related field
- an ability to work well in teams, be creative and flexible and work well under pressure
- being comfortable speaking to people from a range of backgrounds
- experience of carrying out basic administration
- confidence and initiative to spot what needs to be done, as well as to respond to specific direction
- an ability to deal with challenging situations and stakeholders in a sensitive manner.

The following skills are core to the role:

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

## How to apply

Please send your CV and a covering letter (max. one page) setting out how your skills and relevant experience relate to the person specification to [hello@social-life.co](mailto:hello@social-life.co)

**Can you also confirm that you have permission to work in the UK.**

**The closing date for applications is MONDAY 17<sup>TH</sup> OCTOBER 2016.** Interviews will be held on **THURSDAY 20<sup>TH</sup> OCTOBER 2016.** Ideally the candidate would be able to start on Monday 7<sup>TH</sup> NOVEMBER but this is negotiable.

We will reply to all applicants and will give feedback on request.