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, currently £10.55 per hour. This internship is for three days a week, for three months.

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
- help writing reports and desk-based research
- 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.

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
- 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.

December 2018