

PIVOTAL

PUBLIC POLICY
FORUM NI

Volunteer roles: Summer interns

Job Title: <ul style="list-style-type: none">• Research Intern• Communications and marketing Intern	Salary: Voluntary role with expenses. 2-3 days per week for 12 weeks
Responsible to: Research Manager	Location: Remote working conditions with community engagement responsibilities (Dependent on Covid regulations).
Start date: 01.06.21	

Pivotal is looking for a number of interns with skills in either research or communications and marketing to join our growing team. This is an exciting and unique opportunity to join Northern Ireland's independent public policy think tank.

Pivotal is an independent think tank looking at economic and social issues in Northern Ireland. We are ambitious for the future, seeking to promote policy solutions that improve the lives of everyone who lives here. Pivotal is not politically aligned and acts in the public interest for the common good.

Pivotal uses research, data and evidence of what works to influence public policy. We work together with the public, policy makers, politicians, academics and others.

We engage a wide range of people in debate about public policy, particularly those whose voices are rarely heard. We do research, run events, facilitate discussions and engage via social media.

We are looking for a number of interns to support data collection for our [‘Vision 2040’ project](#). Details about the different roles and responsibilities for each of the volunteer roles can be found below.

Volunteers will receive in-depth training, supervision and practical experience of applying their academic skills in a working environment.

Volunteer description: Research intern

Main responsibilities

- To complete data collection in local communities
- To input data
- To analyse data sets
- Review and summarise academic and policy documents
- Prepare research reports
- Support administrative duties and general team responsibilities within Pivotal.

External engagement

- Act as an ambassador for Pivotal, helping build our reputation and influence.

Other responsibilities

The main responsibilities and specific duties above give a broad outline of the functions of the volunteer role. However, these duties must be approached in a flexible manner. Volunteers will be expected to adapt to changing circumstances and undertake other duties appropriate to the post. Volunteers must operate at all times to the highest standard of personal behaviour, leading by example to demonstrate Pivotal’s values and maintain its good reputation.

Volunteers will:

- Strive to preserve good working relationships with staff, volunteers, clients and the Trustees, keeping the appropriate key staff members well informed of significant matters relating to the organisation.

- Work in accordance with Pivotal Policies and Procedures, including health and safety, equal opportunities, data protection and confidentiality.
- Respect existing work practices and procedures, undertake relevant training and development activities, and respond positively to new and alternative systems.

Volunteer description: Research intern

Candidates must submit a tailored CV to demonstrate that they have the following skills and experience:

Educational and Professional Qualifications	*Essential	A third level qualification in a relevant discipline (e.g. economics, social policy, psychology, social research, politics, public policy etc.) or near completion of a third level qualification in a relevant discipline.
Previous Experience/ Training	*Essential	Experience of working within a group to produce an outcome.
	Desirable	Experience of processing data.
	Desirable	Experience of completing primary research within community settings.
Research Activities	*Essential	Evidence of the ability to prepare research reports and presentations.
	*Essential	An ability to complete literature reviews to inform research scoping exercises.
	Desirable	Experience of using quantitative or qualitative analysis programmes, e.g. NVIVO, Qualtrics or SPSS.
Job Related Activities	Essential	Ability to work remotely.
	Essential	Commitment to the aims and values of Pivotal https://www.pivotalppf.org/about-us/our-values
Inter-Personal Skills	*Essential	High level of written and verbal communication skills.

Areas marked * will be assessed via the tailored CV and the remaining competencies will be assessed at interview.

Volunteer description: Communications and marketing intern

Main responsibilities

- To support the development of communication and marketing campaigns
- To develop infographics for external marketing
- To develop external communications such as Canva or Adode Pro documents
- To liaise with external stakeholders
- To help maintain social media accounts for Pivotal
- To support online content creation
- Support administrative duties and general team responsibilities within Pivotal.

External engagement

- Act as an ambassador for Pivotal, helping build our reputation and influence.

Other responsibilities

The main responsibilities and specific duties above give a broad outline of the functions of the volunteer role. However, these duties must be approached in a flexible manner. Volunteers will be expected to adapt to changing circumstances and undertake other duties appropriate to the post. Volunteers must operate at all times to the highest standard of personal behaviour, leading by example to demonstrate Pivotal's values and maintain its good reputation.

Volunteers will:

- Strive to preserve good working relationships with staff, volunteers, clients and the Trustees, keeping the appropriate key staff members well informed of significant matters relating to the organisation.
- Work in accordance with Pivotal Policies and Procedures, including health and safety, equal opportunities, data protection and confidentiality.
- Respect existing work practices and procedures, undertake relevant training and development activities, and respond positively to new and alternative systems.

Volunteer description: Communications and marketing intern

Candidates must submit a tailored CV to demonstrate that they have the following skills and experience:

Educational and Professional Qualifications	*Essential	A third level qualification in a relevant discipline (e.g. communications, advertising, marketing or digital design) <u>or</u> near completion of a third level qualification in a relevant discipline.
Previous Experience/ Training	*Essential	Experience of working as a team member to produce digital outputs such as an advertising campaign and/or designed graphics.
	Desirable	Experience of using Canva and/or Adobe Pro.
	Desirable	Experience of assisting marketing, advertising or design campaigns/outputs.
Communication and marketing activities	*Essential	Evidence of the ability to prepare documents to a high standard.
	*Essential	Experience of researching market trends, demographics or other relevant information to inform marketing and communications plans.
	Desirable	Experience of maintaining social media accounts for brands, products or services.
	Desirable	Experience of using Google analytics to prepare engagement reports.
Job Related Activities	Essential	Ability to work remotely.
	Essential	Commitment to the aims and values of Pivotal https://www.pivotalppf.org/about-us/our-values
Inter-Personal Skills	*Essential	High level of written and verbal communication skills.

Areas marked * will be assessed via the tailored CV and the remaining competencies will be assessed at interview.