

## Volunteer roles: Summer interns

<b>Job Title:</b> <ul style="list-style-type: none"><li>Research Intern</li></ul>	<b>Salary:</b> Voluntary role with expenses. 2 days per week for 10 weeks
<b>Responsible to:</b> Research Manager	<b>Location:</b> Remote working conditions.
<b>Start date:</b> 27.06.22	

Pivotal is looking for a number of interns with research skills 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.

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 input data
- To analyse data sets
- Review and summarise academic and policy documents
- Support the development and writing of research reports

### 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:

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

Areas marked \* will be assessed at application stage and the remaining competencies will be assessed at interview.