

**Internship Vacancy Form (INTERNAL)**

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| **Permission to Recruit:** Please confirm the date the TR2 (for SCPs) or ESR1 (for GBPs) was approved and where relevant, the ESR1 reference number: |
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| **Internship Scheme and Reference Number:** **i.e.** [SCP](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/scp/) or [GBP](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/gbp/). *Internships Team will add the reference number.* |
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| **Job Title:** e.g., ‘Graduate XXX;’ ‘Trainee XXX,’ ‘Coordinator’ ‘XXX Intern’ or ‘XXX Assistant.’ If you would prefer to use the title ‘Officer’ please use ‘Support Officer,’ as within the University, Officer roles are usually Grade E+.  |
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| **Line Manager Contact Details:** |
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| **Name and Address of College/Department:** |
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| **Workplace Address:** *If different from above.* * Please indicate if remote working is possible or required (full or partial).
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| **Advertisement Start Date:** We aim to advertise within two working days of the vacancy being agreed |
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| **Advertisement Closing Date:** * Usually, two weeks after the advertisement start date.
* You will receive applications the next working day.
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| **Interview Date:** * Recommended no later than 1 week after the advertisement closing date.
* Please allow yourself enough time to shortlist for interview and provide notice to candidates.
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| **Internship Start Date:** * Please allow 5-10 working days after appointment for HR to set the student/graduate up as an employee.
* Please state if your start date can be flexible.
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| **Internship End Date:** Maximum of 23 months at UoE |
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| **Working Hours and Pattern:** * Undergraduate students can work up to 15 hours per week during term-time and full-time during vacation.
* Postgraduate students are permitted to work up to 6 hours per week during term-time and full-time during vacation.
* Graduates can work full-time.

Is this role term-time only? [See University Term Dates](https://www.exeter.ac.uk/about/facts/termdates/)  |
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| **Salary:** * SCPs - Salary Scale Point L.1= £11.42 an hour (includes £10.19 basic hourly rate+ £1.23 holiday). Or Salary Scale Point L.2 = £11.59 an hour (includes £10.34 basic hourly rate+ £1.25 holiday).
* GBPs - L.3 on salary scale – £20,604 per annum.

Please note, University salaries are subject to cost-of-living increases and based on the [University of Exeter Pay Scales.](https://www.exeter.ac.uk/staff/employment/payandconditions/payroll/)  |
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| **Job Summary:** *Internships Team to complete for advertising and social media.* |
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| **Job Description and Person Specification:** |
| **JOB DESCRIPTION****Purpose of the Role**Aims of objectives of the post**Duties and Responsibilities** E.g * Typical tasks that need to be completed
* The systems that will be used
* The people and/or teams the intern will be working with

**Training and Development - What Skills and Experience will this Opportunity Provide?**Please provide details of the learning opportunities available to the intern such as:* Research/project management experience
* Specific skills that can be developed or built upon
* Accredited and/or a professional qualification(s) that can be gained
* Any potential for progression for the right candidate
* How this experience can help the intern/graduate with their future career

Standard text the Internship Team will delete accordingly and insert into this vacancy:You will need to complete the university’s mandatory online training in: * [Prevent Duty - Inclusive, Cohesive and Safe Universities](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/)
* [Equality and Diversity Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/)
* [Health and Safety Introduction](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/)
* [Information Governance](http://www.exeter.ac.uk/staff/development/mandatory/prelogininfo/)

You will also be offered a ‘How to Make the Most of Your Internship’ guide, career mentoring, work shadow and career consultancy opportunities.**Support Available**Please provide details on the support that will be offered to interns such as:* Regular meetings with the line manager
* Workplace buddy or mentor
* On the job training/shadowing

Standard text the Internship Team will delete accordingly and insert into this vacancy:**GBP employed by Uni**The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus 1:1 support from the Internships Team.**SCP employed by Uni**Students are offered 1:1 support from the Internships Team.**Other Benefits, Rewards and Recognition**Please provide details on the support that will be offered to interns such as:* Flexible working
* Bonus
* Having a job that allows you to ‘give something back’ to the community
* Awards nomination e.g. [Student Employee of the Year Award](https://www.exeter.ac.uk/careers/employment-services/recruit/casual-work/studentemployeeoftheyear/)
* Travel
* Health and wellbeing e.g. eye test
* Reference
* LinkedIn recommendation
* Social activities with colleagues

Standard text the Internship Team will delete accordingly and insert into this vacancy:**GBP**You will have access to a wide range of [benefits, rewards and recognition](http://www.exeter.ac.uk/staff/benefits/) from the University including: * Generous pension
* A holiday allowance of 39 days per year
* Totum Card (student discount)
* Salary Exchange Schemes such as the Cycle to Work Scheme
* Discounted membership to the university's sports facilities including cricket centre, indoor/outdoor pools, squash courts and fitness centre’s.
* The university offers extensive support to staff, including a structured Professional Development Review and [Wellbeing Service](http://www.exeter.ac.uk/staff/wellbeing/) plus 1:1 support from the Internships Team.
* All Graduates are offered a ‘how to make the most of your internship’ introductory session, bespoke mentoring, work shadow and career consultancy opportunities.

**About the person you need (Person Specification)**Degree and AttainmentSkillsPersonal Qualities and AttributesKnowledgePrior Experience (Please only include experience that could have been achieved outside of the workplace)**Scheme Requirements**Internships Team will insert [SCP](https://www.exeter.ac.uk/careers/employment-services/recruit/internships/scp/)/[GBP](https://www.exeter.ac.uk/careers/employment-services/recruit/internships/gbp/) scheme requirements**Summary of University Department**Please write a paragraph summarising your department. This could include a description of what your department has achieved and why it is a great place to work.  |
| **Expenditure Costcode for Internship Management Fee:** University vacancies only |
| XXXXXXX XXXX 21435- Please replace the Xs |
| **Expenditure Costcode for Salary to pay your GBP:** University vacancies only |
| XXXXXXX XXXX 21305- Please replace the Xs |
| **Declarations** |
| **By returning this form you are confirming:*** Agreement to the [Internships Terms and Conditions (see relevant SCP/GBP webpages](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/)).
* An appropriate person within the organisation will conduct a Risk Assessment with the student or graduate, to include home working and/or COVID-19 factors (HSE guidance will be provided)
* Agreement to pay the University of Exeter management fees (where applicable - please see below) on the successful appointment of one of our candidates to your role.
* If you are benefitting from an employer subsidy, you agree to the University of Exeter sharing the details of the internship, your organisation and the intern, with the funders.
* Any data provided to the University by any party will be processed in accordance with Student Employability and Academic Success (SEAS) Privacy Policy.
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**Management Fees**

**The University of Exeter charge management fees for GBP and SCP** recruitment. **This fee covers:**

* **Advertising -** including support creating your job description, advertising your role on a variety of social media platforms, websites and direct mail campaigns.
* **Managing the application process -** handling general enquiries and applications.
* **Training** – Employability training for Graduates, guides and 1:1 support where required.
* **Contract/Agreement support –** providing the internship agreements, liaison with HR regarding employment contracts for graduates, and guidance to line managers and interns for setting up eclaims
* **Support and guidance** – for interns and employers on placement and employability issues.

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| **Graduate Business Partnership (GBP) Scheme:** | **£300 – All Months** | **Extensions to contract: £50** |
| **Student Campus Partnership (SCP) Scheme:** | **£100 – All Months** | **Extensions to contract: £25** |

**Please return this form to** **internships@exeter.ac.uk**

**By returning this form you are agreeing to place your vacancy to advert and pay applicable management fees on appointment of one of our candidates.**