

**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 Attainment  Skills  Personal Qualities and Attributes  Knowledge  Prior 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. |

**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**](mailto: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.**