

**Internship Vacancy Form (External Organisations)**

|  |  |
| --- | --- |
| **Internship Scheme and Reference Number:** *University staff will add the reference number.* | |
| **SBP/GBP** | |
| **Job Title:** | |
|  | |
| **Line Manager Contact Details:** | |
|  | |
| **Name and Address of Company:** | |
|  | |
| **Workplace Address:**   * If different from above. * Please indicate if remote working is required (full or partial) | |
|  | |
| **Advertisement Start Date:** We aim to advertise within two working days of the vacancy being agreed | |
|  | |
| **Advertisement Closing Date:**   * Usually, two weeks from the Advertisement Start Date. * You will receive applications the next working day. | |
|  | |
| **Interview Date:**   * Usually a week from the Advertisement Closing Date. * Please allow enough time to shortlist and call to interview as well as provide notice to candidates. | |
|  | |
| **Internship Start Date:**   * Please state if your start date can be flexible. | |
|  | |
| **Planned Internship End Date:** | |
|  | |
| **Working Hours and Pattern:**   * Undergraduate students can work a maximum of 15 hours per week during term-time and full-time during vacation. * Postgraduate students can 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/) | |
|  | |
| **Salary:**   * Interns – Recommended pay £9.50-£10.00 per hour. \*See Holiday Allowance to work out an hourly rate that includes statutory holiday pay. * Graduates – Recommended £20,604 per annum (minimum). | |
| £ | |
| **Pay Day**: | |
|  | |
| **Holiday Allowance:**  You can refer to the government guidance on paid holiday [here.](https://www.gov.uk/holiday-entitlement-rights)  If you are employing a student part-time and prefer to offer an hourly rate with 10.8% holiday pay included, please explain this in the hourly rate, for example:   * £11.09 per hour (£9.90 basic + £1.19 holiday pay) * £10.00 per hour (£8.92 basic + £1.08 holiday pay) * £9.50 per hour (£8.47**\*** basic + £1.03 holiday pay) * £9.00 per hour (£8.03**\*** basic + £0.97 holiday pay) * £8.75 per hour (£7.80**\***basic + £0.95 holiday pay)     \*If you employ a student over the age of 21 and you have originally advertised your SBP role with an hourly rate of less than £9.50 per hour (inclusive of holiday pay) you will need to increase the rate to:     * 23 years+ old - £9.99 per hour (£8.91 basic+ £1.08 holiday pay) - National Living Wage * 21-22 years old - £9.37 per hour (£8.36 basic+ £1.01 holiday pay) - National Minimum Wage | |
| Rolled in holiday into hourly rate? | |
| **About the Company:** *Please supply your logo when returning this form* | |
|  | |
| **Job Summary:** *Internships Team to complete for advertising and social media*. | |
|  | |
| **Job Description and Person Specification:** Maximum of 3000characters including spaces. | |
| **JOB DESCRIPTION**  **Purpose of the Role**  Aims and objectives of the post  **Duties and Responsibilities**  E.g.  Typical routine tasks that require completion  Systems that will be used  Clients/people/teams that the intern will work 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 with their future career   **Support Available**  Please provide details of the support that will be offered such as:   * Regular meetings with the line manager/wider team * On-the-job training   The university will include:  You will also be offered:   * A ‘How to Make the Most of your Internship’ guide * Access to the University of Exeter’s Career Mentor Scheme * Access to professional Career Consultants   Other Benefits, Rewards and Recognition  To make your role stand out, you can provide details of the benefits or incentives that will be available to interns, for example:   * 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 costs or schemes * Health and wellbeing * LinkedIn recommendation * Social activities with colleagues   **About the person you need (Person Specification)**  **Degree and Attainment**  Let us know if you would like to target students studying a particular area  **Skills**  **Behavioural Characteristics/ Personal Qualities and Attributes**  **Knowledge**  **Prior Experience** (please only include experience that could have been achieved outside of the workplace) | |
| **Further Communications:** | |
| Throughout the year, the Internships Team can contact you about further employability events and recruitment activities. To ‘opt in’ to these communications, please tick the relevant box below: | |
| **Yes** – I would like to be contacted about future employability and recruitment opportunities. |  |
| **No** – I do not wish to be contacted about future employability and recruitment opportunities. |  |
| **Declarations** | |
| **By returning this form you are confirming:**   * Agreement to the [Internships Terms and Conditions (see relevant SBP/GBP webpages](http://www.exeter.ac.uk/careers/employment-services/recruit/internships/)). * The Company holds valid Employer Liability Insurance * A suitable company representative will conduct a Risk Assessment with the intern, to include home working and/or COVID-19 factors (HSE guidance will be provided) * The Company will pay the University of Exeter management fees (GBP only - please see below) on the successful appointment of one of our candidates. * 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.](http://www.exeter.ac.uk/careers/employment-services/seasprivacynotice/) | |

**Management Fees**

**The University of Exeter charge management fees for using the Graduate Business Partnership (GBP) scheme. 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.
* **Support and guidance** – for interns and employers on placement and employability issues.

|  |  |  |
| --- | --- | --- |
| **Student Business Partnership (SBP) Internship Fee:** | **No Charge** | |
| **Graduate Business Partnership (GBP) Scheme Fees:** | **£400 + VAT** | **Extensions to contract: £50 + VAT** |

**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 (GBP scheme only).**