

**Internship Vacancy Form (2023-24)**

**EXTERNAL EMPLOYERS**

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| **Internship Scheme and Reference Number:** *Internships Team will add the reference number.* |
| SBP/GBP |
| **Job Title:**  |
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| **Line Manager Contact Details:** | **Company Name & Workplace Address:** |
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| **Is remote working possible for this role? (Full or partial).** |
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| **Advertisement Start Date:** The team will aim to advertise within two working days of the vacancy being agreed. | **Advertisement Closing Date:** Usually, two weeks after the advertisement start date for SBPs and three weeks for GBPs. You will receive applications the next working day. |
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| **Interview Date:** * Recommended 1 week after the advertisement closing date.
* Allow yourself enough time to shortlist for interview and provide notice to candidates.
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| **Start Date:** * Let us know if your start date can be flexible.
 | **End Date or duration:** |
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| **Working Hours:** * 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 but may need to work reduced hours if they are in their final year.
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| **Job Description and Person Specification:** |
| **Job Summary**Provide a summary of the role highlighting the main tasks and development opportunities (approx. 100-200 words).**Key Dates****Closing Date:****Interview Date:****Start Date:****End Date:****Salary/Pay: £*** SBPs – the university recommends the National Living Wage (London rate) of £10.90 per hour, as a minimum.
* GBPs – this should start from £25,007 per annum.

**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?**Summarise the learning opportunities available or the types of experience that can be gained by undertaking this role, 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

**Support Available**What support will be offered? For example:* Regular meetings with the line manager
* Workplace buddy or mentor
* On the job training/shadowing
* Students will be offered 1:1 support from the Internships Team.

**The Benefits**Use this section to highlight the benefits available, such as:* Flexible/remote working
* Bonus
* Having a job that allows you to ‘give something back’ to the community
* Awards nomination in the [University of Exeter Employment Awards](https://www.exeter.ac.uk/students/careers/events/employmentawards/)
* Travel costs covered
* Health and wellbeing e.g. eye test
* Reference
* LinkedIn recommendation
* Social activities with colleagues

If this is a GBP role, the following will be included:* You will be invited to quarterley networking and professional development events through ‘The Graduate Network’ exclusively for GBP’s and their line managers.
* All Graduates are offered a ‘how to make the most of your internship’ guide.
* You will have access to the university’s [Career Mentor Scheme](https://www.exeter.ac.uk/students/careers/employability-schemes/careermentorscheme/) and an extensive suite of online training which includes Excel, presentation skills, and negotiation skills.

**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)**About the Company**Please write a paragraph about your Company. This could include a description of the mission/aims, any achievements, and why it is a great place to work.  |
| **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/)).
* An appropriate person within the organisation will conduct a Risk Assessment with the student or graduate, to include home working (HSE guidance will be provided).
* Agreement to pay the University of Exeter management fees (for GBP roles only - 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 Student Employability Team charge a management fee for GBP recruitment. **This fee covers:**

* **Advertising -** including any support provided to create your job description, promoting your role on a variety of social media platforms, websites, and direct mail campaigns.
* **Managing the application process -** handling general enquiries and applications.
* **Training** – guides and 1:1 support where required.
* **Contract/Agreement support –** providing the internship agreement, liaison with HR regarding employment contracts for graduates, and guidance to line managers and interns.
* **Support and guidance** – ongoing support and guidance is provided to both students and line managers throughout the internship.

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| **Graduate Business Partnership (GBP) Scheme:** | **£400** | **Extensions to contract: £50** |
| **Student Business Partnership (SBP) Scheme:** | **No charge.** |

**Return your completed 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.**