

Summer Institute Internship

Purpose of the team:

We are seeking a number of Summer Institute Interns to begin working with us from either May or June 2019.

We have internships in the following locations: London, North East, North West, South East and South Coast, West Midlands, East Midlands, East of England, South West and Yorkshire & Humber.

This will be a great opportunity to learn more about how Teach First delivers the largest residential conference in the UK, involving over 2000 participants and 300+ members of staff. You would have the opportunity to play an integral role as part of the delivery team.

Summer Institute 2019 will take place over 5 weeks from Sunday 23 June to Saturday 27 July 2019.

Purpose of the role:

As a Summer Institute (SI) intern, you will play a key role in the logistics and delivery of events and activities. You will provide general support to the Teach First staff and your role will be varied, with an emphasis on planning participant social events, working with data to manage session attendance and creating a strategy for visually capturing Summer Institute (photography and filming). It is important to note that many duties will be ad-hoc, with peaks of extremely busy time and some quieter periods - you must be able to manage your own time and balance conflicting priorities.

At this level you will:

- Report into the Programme and Events Lead who is responsible for delivering SI in your region.
- Provide hands-on support across your region to deliver SI.
- Work with a variety of stakeholders, including Teach First participants, tutors, universities, schools and supporters to deliver SI.

Your responsibilities will include:

- Assisting with the logistical planning and delivery across all aspects of SI including participant arrivals and transportation.
- Preparation and support at events throughout SI including local opening and closing ceremonies. This will include event set-up and clean-up as well as material preparation (electronic and hard copy materials).
- Designing and rolling out an approach to visually capture SI in your region (photography, filming).
- Working with audio/visual materials for events.
- Data management and input, tracking session attendance and other key metrics.
- General support across your regional team as and where required.

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations.

Person Specification

Essential skills and experience:

- **Delivering Results** - Organised, proactive and able to coordinate multiple tasks and projects in a fast-paced, busy environment.
- **Event Management** - Experience of logistical planning and delivery of events.
- **Communications & Media** - Ability to create multimedia communication tools (videos, photos, vox pops).
- **IT proficiency** - Excellent working knowledge of Microsoft Excel, PowerPoint and Word.

Desirable skills and experience:

- **Marketing** - Experience of communication and marketing of events.
- **Data Insight** - Good eye for detail and experience of data input.

Salary:

Successful applicants will receive £348 per week paid on the 25th day of each month in line with Teach First employer salary payments. Roles based in London will be paid £400.52 per week. In addition, basic travel and subsistence (up to £5 a day) will be reimbursed upon completion of an expense form and receipts, in line with the Employee Expenses Policy.

How to apply:

To apply for this opportunity at Teach First you are required to email your CV and covering letter to the relevant contact for the area in which you wish to work.

East of England (London/Canterbury)	Katherine Tunnadine	ktunnadine@teachfirst.org.uk
East Midlands	Emma Stringfellow	estringfellow@teachfirst.org.uk
London	Sarah Wilson	swilson@teachfirst.org.uk
North East	Leanne Fullerton	lfullerton@teachfirst.org.uk
North West (Manchester)	Elizabeth Underhill	nwprogramme@teachfirst.org.uk
South East and South Coast (Medway/Canterbury)	Hayley Russell	hrussell@teachfirst.org.uk
West Midlands	Alexandra Draganova	adraganova@teachfirst.org.uk
Yorkshire & Humber (Sheffield/Leeds)	Charlotte Foss	cfoss@teachfirst.org.uk

Next steps

Please note that the interviews are likely to take place between 22 April and May 2019.

In addition to the weeks 1-4 opportunity, we would also like to invite applicants to support with the delivery of Summer Institute week 5 from Sunday 21 July to Saturday 27 July in Leeds. For this, we will provide:

- Full training
- Accommodation
- Catering (breakfast, lunch and dinner)
- Return travel to Leeds

If you are interested, please state your interest in your application.