



Job Description

Role	Systems Transformation Intern	School/Department	Maiden Erlegh Trust
Grade	Unpaid other than travel expenses	Reports to	COO
Job evaluation code	N/A	Date of evaluation	N/A
Purpose	<p>The Systems Transformation Intern will work as a junior consultant within the Trust's central operations team. The role will support the Chief Operations Officer and Project Manager – Systems Implementation by analysing existing corporate systems, identifying improvement opportunities, and helping embed <i>The Maiden Erlegh Way</i> as new systems are implemented across the Trust.</p> <p>This placement is designed for an undergraduate student who wants hands-on experience of systems change, governance, and transformation within a large public-sector organisation.</p>		
Scope	Main contacts:	Staff responsibilities:	Financial accountability:
	Shared Services team, end users in settings across the Trust	None	None
Key accountabilities	<ul style="list-style-type: none"> • Contribute to discussions and planning relating to the potential implementation of a service desk system within Shared Services. • Work with the HR team to ensure that the functionality of the Every system is being used to benefit the operational efficiency of users. • Recommend actions we can take within Shared Services to increase engagement with Bromcom, our MIS system. • Analyse and document current Trust-wide corporate systems and processes. Produce briefing notes, process maps, or recommendations to support decision-making. • Support transition activity associated with the move to a new Managed Services Partner. • Gain exposure to senior stakeholders and programme-level decision making. 		
Main duties and responsibilities	<ul style="list-style-type: none"> • Work on defined pieces of analysis or documentation under the direction of the COO or Project Manager. • Present findings and recommendations to the systems team. • Undertake agreed project tasks that support system transformation priorities. <p>Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder.</p>		



Other requirements and responsibilities	Level of DBS required: Enhanced with Children’s Barring List
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Person Specification

Role	Systems Transformation Intern	School/Department	Maiden Erlegh Trust
Grade	Unpaid	Job evaluation code	N/A
Qualifications, training and education	<ul style="list-style-type: none"> Currently enrolled at a UK university and studying at undergraduate level 		
Experience	<ul style="list-style-type: none"> No prior experience required as training will be provided A demonstrable commitment and interest in public service 		
Skills and abilities	<ul style="list-style-type: none"> Excellent Microsoft Office skills. Excellent organisational and analytical skills. Excellent communication skills. Excellent attention to detail. Reliability, tact, diplomacy, confidentiality, and sensitivity. A pro-active approach, able to work independently but also as part of a team. A sense of responsibility. An ability to proactively deal with ambiguity and conflicting pressures. A flexible approach to working and commitment to ongoing service and personal development. 		
Requirements specific to the role	All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.		

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

Signed: Post holder	
Date:	