



Project Management & Events Intern

Job Description and Person Specification

Contract Type:	30 week Placement (Can be longer than 30 weeks)
Salary:	Unpaid - <i>This internship/placement opportunity is not paid, however travel from London to our school sites is reimbursed and on-site lunch will be provided</i>
School:	Central Trust Team (Habs Institute for Professional Learning)
Location:	Hybrid
Hours per week:	14-21 p/w
Accountable to:	Senior Director: Professional Learning, but line managed by Business Support Officer (Digital)

Job Purpose

As part of a 30 week placement, the Project Management & Events Intern will play a key role in the design and delivery of our Trust Development and Conference Days. You will work closely with the Senior Director: Professional Learning and Habs Institute, gaining hands-on experience in L&D, Project Management and Events Co-ordination.

Key Responsibilities of Role

Project Management & Events Co-ordination

- Developing project plans and supporting ongoing project management and events co-ordination for key Trust-wide development events., namely our Trust Development Day and Trust Conference
- Conducting research on venues, strategic partners and event trends, including assisting in sourcing quotes for speakers, catering and managing all elements of the event planning process
- Providing on-site assistance during events, including setup, coordination and teardown, ensuring a positive experience for internal and external staff

Sponsorships & Partnerships

- Proactively identifying and approaching potential Trust sponsors and partners, to contribute to Trust-wide development opportunities;
- Building and nurturing strong, lasting relationships with existing sponsors and partners through regular communication and engagement
- Aligning all partnership and sponsorship activities with Trust vision and values

Communications Support

- Assist in curating and creating content for the Habs Institute for Professional Learning sharepoint site,

- Create engaging content for print, social media platforms, and newsletters
- Proactive and positive communications before and after events to ensure stakeholders receive timely and relevant updates
- Act as an ambassador for Habs Institute and the Trust

L&D and Talent Development

- Assist with attraction, marketing and recruitment activities, including attending recruitment events, and supporting assessment day arrangements with a particular focus on Early Career Professionals, and recent graduates
- CRM management, including tracking and monitoring onboarding of new starters, programme participants, and apprentices

Other information

- This internship/placement opportunity is not paid, however travel from London to our school sites is reimbursed and on-site lunch will be provided.

General

- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

Person Specification

	Essential	Desirable	Method of Assessment A = Application I = Interview AS = Assessment R = References
Education & Qualifications			
	<ul style="list-style-type: none"> Currently studying a BA/MSc in one of the following: Events Management, Project Management, Communications, Marketing, Business and/or PR or equivalent course 		A, I
	<ul style="list-style-type: none"> Excellent written and verbal communication skills 		A, I
	<ul style="list-style-type: none"> An enhanced DBS (we will apply for this for you) 		
Knowledge & Experience			
	<ul style="list-style-type: none"> Experience of assisting in event preparation (i.e through comms, scheduling, arranging sponsor attendance) 	<ul style="list-style-type: none"> Experience of working in a Multi-Academy Trust 	A, I, AS, R
	<ul style="list-style-type: none"> Confident user of Microsoft365 Office suite, in particular Excel 	<ul style="list-style-type: none"> First Aid qualified 	A, I, AS, R
	<ul style="list-style-type: none"> Intermediate experience of Canva design tool software 		A, I, AS, R
Personal Qualities			
	<ul style="list-style-type: none"> Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them 		A, I, AS, R
	<ul style="list-style-type: none"> Belief in equality and opportunity for all, ensuring that all staff feel included and listened to 		A, I, AS, R

	<ul style="list-style-type: none"> Ability to establish and articulate a clear vision in an engaging way 		A, I, AS, R
	<ul style="list-style-type: none"> Determination and resilience 		A, I, AS, R
	<ul style="list-style-type: none"> High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully 		A, I, AS, R
	<ul style="list-style-type: none"> Commitment to collaborative working 		A, I, AS, R
	<ul style="list-style-type: none"> High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short 		A, I, AS, R
	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people 		A, I, AS, R

Staff Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, Professional Learning is key to our success. As a new employee within the Trust, you will be supported by the Senior Directors of People and Professional Learning, alongside your line manager to realise your full potential.

'Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.'