

JOB DESCRIPTION

POST TITLE	:	Intern (12-month placement)
SALARY	:	Up to £23,555
RESPONSIBLE TO	:	To be determined according to project undertaken
CLOSING DATE	:	5.00pm, Wednesday 22 January 2025
ASSESSMENT CENTRE	:	Monday 3 February 2025

A Burnley College Intern will:

- 1 Discover a career path full of rewards as part of an outstanding, forward-thinking and innovative organisation, building the futures and changing the lives of learners of all ages and in all disciplines.
- 2 Gain an insight into the world of work in one or more of our many departments, obtaining a broad knowledge of the relevant function/s operating in a multi-million pound educational organisation.
- 3 Lead on allocated project work and achieve relevant and allocated targets.
- 4 Be an undergraduate, a recent graduate or completing advanced study at A Level or Level 3 equivalent.
- 5 Work with relevant managers within specific teams, completing agreed tasks.
- 6 Work on items specifically focussed on College research, which may compliment your University studies.
- 7 Contribute to College events and staff development activities.
- 8 Provide outstanding support and customer service to our students, to assist them to realise their potential and build their future.
- 9 Provide additional support where required with ad-hoc projects and invigilation duties.
- 10 Fully comply with key policies, notably the Single Equality Policy, Health and Safety and Safeguarding.
- 11 Carry out other such duties necessary within the scope of an internship that the College may reasonably require.

A member of Burnley College's Outstanding Team needs to have:

- 1 A passion for the role of education and training in building futures and changing lives.
- 2 A positive attitude, enabling the development of effective, supportive and professional cross College relationships, practices and working.
- 3 Excellent communication and administrative skills.

- 4 A passion and ability to utilise and advise on the up to date and emerging technologies for all aspects of their profession.
- 5 An enthusiasm to continually enhance their own skills and knowledge via a commitment to ongoing professional development.
- 6 A commitment to the College's Single Equality, Safeguarding and Health and Safety Policies.
- 7 Proven regular and reliable service.

Our Interns must:

- 1 Have a good general education to at least Level 3 or equivalent.
- 2 Have well developed interpersonal and communication skills.
- 3 Be well organised and capable of meeting strict deadlines.
- 4 Have excellent English verbal and copy writing skills.
- 5 Have broad based skills in their area of specialism i.e. IT, Business & Management, Research, Education.
- 6 Have evidence of personal achievement.
- 7 Be able to work on their own initiative as well as part of a team.
- 8 Be open to a diverse organisation, with high standards of expectation for all staff and a commitment to supporting colleagues cross College.
- 9 Adopt a flexible approach to their hours and type of work.

We would also like our interns to have:

- 1 Completed or be studying towards a degree level qualification.