



## **UNA-UK Intern Policy**

UNA-UK offers undergraduates and unemployed or underemployed graduates opportunities to take on a structured, voluntary internship that will develop their employment and life skills.

### **Who can apply**

To apply for an internship you must live in London or a reasonable commuting distance from our Whitehall based office, be a graduate or undergraduate and genuinely want to move into employment or further study in your chosen field.

We recruit for each role separately and you will have to go through a competitive, Equal Opportunities recruitment process. Please always refer to the person specification when completing your application form.

### **How long is the internship**

The length of each internship will vary according to whether it is to support a specific project at UNA-UK or work of an on-going nature, and will be clearly stated in an initial Volunteer Agreement.

We expect all interns to stay with us for at least 30 days, or the time frame of the particular project. The 30 days can be spread out over a number of months.

Interns are not usually expected to volunteer with UNA-UK for five days per week.

### **What we offer**

We aim to provide the best of experiences with a specific focus on knowledge and skills development. All potential candidates are linked to placements on the basis of suitability for the individual and the organisation. Placements can be in the areas of policy work, communications, press, marketing, fundraising, membership and administrative support.

In particular we aim to offer:

- valuable and varied experience in areas related to the placement objectives
- development of skills, knowledge and experience, including in computer literacy, dealing with public enquiries, office administration and team working
- opportunities to be part of an exciting programme of work

Each intern will receive appropriate mentoring, support and on-the-job training.

We will provide additional employability support where appropriate, such as advice on international careers, CV reviewing, interview preparation and techniques.

In addition, interns are encouraged to discuss longer-term career plans with UNA-UK staff, to determine whether the Association can offer development opportunities, such as participation in relevant conferences, specific skill development (e.g. interviewing), networking experiences or introductions to UNA-UK experts and advisors.

All interns who successfully complete their placement can request a reference and advice on interview preparation and techniques.

### **Expenses**

We will cover day-to-day travel of up to £10 and lunch expenses of up to £4.50 (receipted). Lunch expenses will only be provided on days where over 3.5 hours volunteering have been completed.

### **What we expect from interns**

*We expect that you will:*

- *Commit to the duration of the internship*
- *Conduct yourself with respect to UNA-UK's aims, objectives and values*
- *Comply with the UNA-UK Intern Policy*