

Graduate Intern Role Description

1. Details
Role Title: Graduate Intern
Main Location: Oystermouth House, Llansamlet, Swansea but some travel across Wales
Reports to: Project Manager/Project Sponsor
2. Main duties and responsibilities
<ul style="list-style-type: none">• Work as a member of the Children’s Commissioner for Wales’ Team contributing to project work and service improvements and the completion of her annual work plan.• Develop an excellent understanding and awareness of Children’s rights and the issues facing Children and Young People in Wales.• Develop an understanding of successful partnership working in the Public Sector participating in partnership projects where requested.• Create written reports, briefing documents, or research summaries; complete evidence analysis or create digital content as requested.• Participate in delivering presentations and workshops at events.• Observe, attend and contribute to project meetings, management meetings and external meetings.• Participate in personal skills development and personal development activities.• Work directly with children and young people as requested and at an appropriate level in line with the Children’s Commissioners’ organisational values.• Comply with and implement where necessary CCFW’s systems and processes in relation to safe working practices, risk and governance arrangements.• Support our aspiration to maintain an inclusive and helpful workplace culture, provide occasional cover and support for colleagues across all functions where help is needed.• Uphold the values of the Commissioner in your work at all times in terms of her commitment to championing the rights of children and to listening to and involving children and young people in key aspects of her work.

3. Person Specification for a Graduate Intern

Skills

- Confident verbal communication skills so that you can take part in discussions with a range of people and share your views and ideas with others.
- Highly literate with excellent written communication skills.
- Organised, with the ability to forward plan and meet deadlines;
- Basic research skills;
- Team working skills, an ability to work with other people to achieve a shared goal ; and
- For the placement with the Public Affairs and Communications only - Confident to communicate through the medium of Welsh with children and young people and the adults, who care for them or work with them, and to understand and respond to written communications in Welsh with support.

Knowledge/Experience

- Degree level qualification obtained in the past 3 years;
- Some previous experience of working as part of a Team;
- Experience of sharing your views confidently with others;
- An understanding of Wales and it's system of Government;
- An interest in children's rights or human rights; and
- Clear about where you see your career progressing and how this internship will help you reach your goals.

Personal characteristics

- Enthusiastic about contributing to our work and improving your employability skills;
- Can demonstrate the ability to work independently;
- Excited to contribute your new ideas and fresh perspective to our work;
- Respectful to others; and
- Clear about where you see your career progressing and how this internship will help you develop.