

Rocket Science UK Ltd

# Research Intern – London



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## Rocket Science UK Ltd

We are a small specialist consultancy working across the UK from our offices in London, North East England and Edinburgh. We are committed to making a difference to the lives of people and communities and we work with government and its agencies including private, social enterprise and charitable service providers to:

- Provide evidence and insight to design services for the public, review their performance and evaluate their impact
- Develop systems and partnerships to deliver great outcomes
- Design programmes to ensure services and support reach those that need it most
- Maximise social value through innovative and practical ways to make clients' investment go further
- Help organisations improve their effectiveness and become more resilient.

We have a particular focus on employability, skills and education; economic development and regeneration; rural development and health. In addition to our research and consultancy services in these fields, we also design, manage, monitor and evaluate the grant funding of organisations and projects on behalf of a range of different funders, including government, lottery distributors and local funders.

We have a long standing and highly regarded internship programme and we provide careful support and a structured experience of practical work to help interns develop their skills and experience. For more details on all aspects of our work and company go to <http://rocketsciencelab.co.uk/>. We have just been accredited at Silver Standard for both Investors in People and Investors in Young People.

We are now looking for an energetic, curious and committed intern to support our work for a period of 3-4 months starting sometime in June 2017 in our London office. Many of our interns have gone onto permanent employment in our company as Consultants

### Research Internship - Job Description/Person Specification

<b>Job Title:</b>	Research intern
<b>Purpose of Job:</b>	To support work on a range of projects in the areas of employability, health and education and other projects across Rocket Science's specialist areas

<b>Location:</b>	Rocket Science London office, but working throughout the UK as required
<b>Accountable to:</b>	Associate Director
<b>Time period:</b>	To be agreed
<b>Salary:</b>	£9.75 per hour (London Living Wage) equivalent to £19,013 p.a. pro rata

## Key areas of responsibility

1. To undertake research/policy work including: content and data analysis; analysing and interpreting policy, legislation, statistics and other information; identifying good and bad practice; and forecasting trends and future developments
2. To assist with the development of ideas, products and services on behalf of Rocket Science and/or its clients and in the context, where appropriate, of different public-policy initiatives
3. To contribute to the production of proposals, reports and briefings in appropriate forms which may include newsletters, articles, letters and mailings, in paper and electronic form
4. To support the analysis of surveys and consultation exercises.
5. To undertake other duties and tasks appropriate to the post as may be required from time to time.
6. To work with your Supervisor to ensure that the internship will meet specific development needs and ensure that there are opportunities in place to meet these needs

## Skills and experience

The person we are looking for is likely to have completed a relevant degree/post-graduate qualification or about to start their post-graduate study and be looking for practical experience as they develop their skills and career.

Candidates will be expected to have:

- An understanding of key trends in relevant areas of public policy
- Insights into employability, education or health related research

- Strong written communication: ability to clearly articulate a story by bringing together evidence from a range of sources (primary and secondary sources) about complex policy issues
- Strong data analysis skills including advanced Excel and graphical presentation of patterns and trends
- Effective oral communication including some of the following: group facilitation, presentation, contribution to meetings (internal and external), interviewing (telephone and face-to-face) and running focus groups
- Ability to work independently and initiate, plan and prioritise workloads and meet deadlines
- Ability to think creatively and offer ideas in designing our approach to tasks
- Ability to make positive contributions to internal and external teams
- Understanding of how to use IT effectively and appreciate the potential of IT-based solutions and tools to enhance our services to clients
- Some knowledge and/or experience of systems analysis would be helpful but not essential.

## The way we work

Our values guide the way we work and the way we develop as a company. Rocket Science interns should demonstrate their commitment to these and behave in ways that are consistent with these:

- Being accessible and responsive to our clients' needs
- Making a difference
- Finding creative and practical solutions
- Learning and sharing
- Achieving excellence by offering a professional and efficient service
- Working with clients rather than for clients
- Investing in our people
- Enjoying what we do.

If you want to discuss any aspect of this opportunity please contact John Griffiths on 020 7253 6289 or [john.griffiths@rocketsciencelab.co.uk](mailto:john.griffiths@rocketsciencelab.co.uk)

## Application

Please apply by letter and CV by 1200 Friday 2 June 2017 to:

[john.griffiths@rocketsciencelab.co.uk](mailto:john.griffiths@rocketsciencelab.co.uk)

Your covering letter of no more than 2 sides of A4 should set out:

- Your education/career to date and how you envisage this internship contributing to your personal development and goals
- What you will bring to the internship and to Rocket Science
- The extent to which you meet the requirements set out in the Skills and Experience section
- The skills and experience that you would like to gain during your time with Rocket Science

Please also include/attach a recent essay or assignment – ideally on a topic relevant to our work.

We are looking to hold interviews with shortlisted candidates in early June.