

Rocket Science UK Ltd

Research Intern – London



Caroline Masundire
Associate Director
Rocket Science UK Ltd
70 Cowcross Street
London EC1M 6EE

020 7253 6289
caroline.masundire@rocketsciencelab.co.uk

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Rocket Science UK Ltd

We are a small specialist consultancy working across the UK from our offices in London, Edinburgh and NE England. We are committed to making a difference to the lives of people and communities, working with governments, their agencies, charities, business and the voluntary sector to...

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

We have a particular focus on employability, skills and education; local economic development and regeneration; rural development; and health.

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 in our London office. The majority of our interns go on to permanent positions as consultants within our organisation.

Research Internship - Job Description/Person Specification

Job Title:	Research intern
Purpose of Job:	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
Location:	Rocket Science London office, but working on projects throughout the UK as required
Accountable to:	Associate Director

Time period: 6 months from commencement date – commencement as soon as possible

Salary: £20,572.50 per annum pro rata (London Living Wage)

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, including supporting our London-based grants management team.

Skills and experience

The person we are looking for is likely to have recently completed a relevant degree.

Candidates will be expected to have:

- An understanding of relevant public policy contexts across the UK
- Insights into one or more of employability, community-development, education or health related research
- Strong written communication: ability to articulate a story by bringing together evidence from a range of sources (primary and secondary) dealing with complex policy issues
- Strong data analysis skills, including advanced Excel and graphical presentation of patterns and trends
- Effective oral communication including: presentation, contribution to meetings (internal and external), interviewing (telephone and face-to-face)
- 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

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.

Application

Please apply by a two-page letter (max) and a short CV by 12.00, **Friday 19th July** to:

caroline.masundire@rocketsciencelab.co.uk

Your letter should set out:

- 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 include a recent essay or assignment – ideally on a topic relevant to our work.

If you want to discuss any aspect of this opportunity please contact Caroline or Charlotte on 020 7253 6289. We will hold interviews with shortlisted candidates the week commencing 29th July.