

Ambition Intern - Pre-16 Working Class Boys Programme Project Assistant

Overview

Please note: This is an exclusive internship to current undergraduate and postgraduate taught students in receipt of an Ambition Scholarship from the University of Sheffield.

We are looking for a 35-hour intern to join us as a Pre-16 Project Assistant, on a part time basis. The main aim of the internship is to support the promotion, event management, and delivery of the CoacHE Programme.

CoacHE is an aspiration and attainment-raising programme for Year 9 boys in receipt of Free School Meals and/or living in low socioeconomic postcode areas (as defined by the Index of Multiple Deprivation - IMD), designed to support programme participants in the development of essential skills, academic confidence, sense of belonging in Higher Education, and address preconceptions of masculinity.

KEY INFORMATION	Description
Faculty/ Department	Access Service (Marketing, Admissions, Recruitment and Communications)
Website	www.sheffield.ac.uk/access-sheffield
Salary Information	3.3 rate (plus holiday pay)
Grade	N/A
Contract Type	35-hour internship

Main duties and responsibilities

With ongoing support from the programme officer, your duties will include:

- Leading the recruitment and onboarding of local schools onto the programme
- Building and maintaining strong, positive relationships with partner schools
- Providing guidance and support to schools to help their pupils through application and selection processes
- Administrative duties associated with event management e.g. sharing event details, risk assessments, etc. with engaged schools
- Other duties, commensurate with the grade and remit of the post

Depending on interest, experience, and availability, you may also:

- Support evaluation activities such as the delivery of focus groups with participants to guide future engagements with this audience
- Assist in the delivery of event activities

As part of the internship, you will be required to complete a reflective piece (such as a short, written case study) about your project and experience of the programme. Guidance on this will be provided to appointed candidates.

As a student at the University of Sheffield, you will develop certain attributes throughout your time at Sheffield which are set out in the Sheffield Graduate Attributes. By undertaking this internship, you will develop the following attributes:

- Digital capability
- Interpersonal skills
- Working with others
- Equality and inclusion
- Personal development
- Enterprising

Further information

Line Manager	Callum Bailey and Laura Salt
Direct Reports	N/A

For informal enquiries about this job contact callum.bailey@sheffield.ac.uk

Person specification

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and are respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply.

Criterion	Essential/ Desirable	Assessment Stage
Excellent written and verbal communication skills including via email and telephone	Essential	Application/ Interview
Strong interpersonal skills	Essential	Application/ Interview
Ability to communicate with individuals from diverse backgrounds	Essential	Application/ Interview
Ability to use initiative and work independently, as well as part of a team	Essential	Application/ Interview
Strong organisational skills e.g. ability to plan own workload, manage multiple responsibilities at once, and work to defined deadlines	Essential	Application/ Interview
Demonstrate the ability to follow instructions with a high attention to detail	Essential	Application/ Interview
Previous experience of working with schools, young people, and/or developing content to support others' development	Desirable	Application/ Interview