

Job Description

Job Title: Corporate Services Intern (One-year fixed term contract)

Job Location: Haywards Heath, West Sussex, UK

Reports to: Head of Corporate Services

Responsible for: N/A

Department: Corporate Services, Operations, Planning & Finance (OP&F) Directorate

Job Purpose

Working within the Operations, Planning & Finance Directorate, the job holder will be responsible for providing a flexible and multi-disciplinary range of services to the organisation. These include:

- Provision of services to stakeholders across the Directorate
- Assisting with a range of tasks undertaken by our Corporate Services Department (through a helpdesk process), which is responsible for IT support, travel coordination, HR Operations, induction coordination, service delivery management and UK premises.

Principal Accountabilities:

1. Provision of administrative and other support services to stakeholders across the Directorate.
2. Together with the Premises Officer, providing a day-to-day in-person premises service to the Haywards Heath office.
3. Assisting the HR Operations team with recruitment activities such as advertising roles on jobs boards, setting up interviews and tasks and general recruitment administration.
4. Assisting the Travel Coordinator with domestic and international travel bookings.
5. Supporting the Corporate Services team and where appropriate, the wider Operations, Planning & Finance Directorate to complete necessary tasks and projects.
6. Assisting the Head of Corporate Services with ad-hoc tasks and projects.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Experience of working across cultures (*desirable, not essential*)

Skills (Special Training or Competence):

- Strong administration skills
- Excellent customer care skills, particularly over the telephone
- Strong written and oral communication skills
- Time management skills
- An understanding of and commitment to equality of opportunity
- Strong IT skills e.g. Microsoft applications

Core Behaviours:

- Communicating and influencing
- Team working
- Planning and organising
- Change and improvement
- Delivery and implementation

Key Relationships

Internal

- Other members of Corporate Services
- Other members of Operations, Planning & Finance
- Management team
- Country and regional offices, partners
- All employees

External

- Suppliers
- Contractors