

Job Title:	Policy Intern
Reports to:	Policy Manager
Hours:	Full time (35 hours per week)
Salary:	£21,326
Contract:	12 months with possibility of extension
Location:	Mixture of Remote and Office Working (Blackfriars, London) with occasional travel

About the role

It's an exciting time to join the Third Age Trust as we develop our policy and influencing work across the u3a movement. We are looking to the future, raising our profile and reaching out to new communities with an aim to encourage a continued growth in membership.

Reporting to the Policy Manager, in this new role you will support the team to deliver the Trust's strategic plan, and help to build our policy and research offerings, strategic partnerships and other influencing and impact initiatives.

Highly motivated and with a strong attention to detail, you'll understand the power of the u3a model and have proven skills at engaging with stakeholder audiences and bringing them along with you, both new and existing. You will bring ideas and energy to the role and have a track record of conducting research, analysing data, and preparing policy documents and reports.

This is an excellent opportunity for a student or recent graduate interested in gaining practical experience in policy, research and impact development within a non-profit learning focused organisation. You should also have an interest in the age agenda and working with older adults.

About us

u3a is a UK-wide movement of locally run interest groups providing a wide range of engaging opportunities to come together and learn for fun. The Third Age Trust is the umbrella body which supports the 1,000+ u3as. The movement has around 400,000 members who explore new ideas, skills, and activities together, creating engaging programmes or simply meeting to share their knowledge and experiences.

The staff team is enthusiastic, hardworking and authentic. We work closely with the volunteers and members in the movement to achieve great things. We'd love you to help us do that.

If you are interested in this role, please complete the Application Form, Equal Opportunities Monitoring Form and send these with a cover letter by email to recruitment@u3a.org.uk

Deadline for applications: Monday 16 September at 10am

Interviews planned for: Tuesday 24 September

Applicants will be notified if they have been shortlisted for interview by: Wed 18 September

Policy Intern Job Description

Principal duties and responsibilities

You may not have done all these things, but these are some of the areas you would cover in your role.

Research and Analysis

- Conduct internal research and consultation on issues relevant to the u3a's mission and programs.
- Support research volunteers, maintenance of the research database and provision of research support for u3as.
- Help to analyse data and trends to support policy recommendations, support and provide data for the wider communication team's campaigns, and prepare briefs and summaries of research findings as appropriate.

Policy Development and Influencing

- Support Policy Manager to develop policy initiatives and liaise with policy makers.
- Participate in internal meetings to discuss policy strategies and initiatives.
- Support the preparation of reports for stakeholders and the public.
- Assist to develop u3a influencing and social change initiatives and u3a Future Lives group.

Stakeholder Engagement and Partnerships

- Assist in the establishment and maintenance of strategic partnerships with external organisations.
- Assist in organising and coordinating meetings with stakeholders, including community groups, government agencies, and partner organisations.
- Support the development of communication materials for member and other stakeholder engagement.

Additional

- Represent the Policy department on relevant committees/meetings when required.
- Work with and assist other members of the wider staff team with policy advice and guidance when needed.
- Provide administrative assistance to the policy and communications team as needed.
- Assist in maintaining organised records and files related to policy, research and impact work.
- Other tasks on an ad-hoc basis to deliver department projects.

Skills and Experience

This is not an exhaustive list but gives an idea of the skills and experience we hope you can bring to the role.

- Currently enrolled in or recently graduated from a degree program in public policy, political science, sociology, or a related field.
- Strong research and analytical skills.
- Excellent written and verbal communication skills; able to work effectively and connect with a wide variety of stakeholders – staff, Trustees, volunteers, external organisations, policy makers and our members.
- An understanding of the age agenda and an enthusiasm to change negative attitudes around age and promote positive ageing.
- Knowledge and experience using IT platforms such as Microsoft Office 365
- Strong organisational skills and attention to detail
- Ability to work independently and collaboratively in a team environment.
- Proficient in Microsoft Office 365 Suite (Word, Excel, PowerPoint, Teams) and Zoom.
- Interest in lifelong learning and educational initiatives.
- Experience (voluntary or paid) of working in a policy or research role, preferably within a charity or working with volunteers (desirable)
- Experience of using Survey Monkey, website CMS (desirable)
- Experience in policy analysis or a related field (desirable)
- Familiarity with non-profit/charitable and membership organisations and their operations (desirable)
- Experience working with volunteers (desirable)

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.