Dear Applicant,

**Re: Intern recruitment process at IPPR**

Thank you for requesting the application pack for the post of Research Intern with the public service team.

**This pack contains all the relevant information you will need to successfully complete the application form:**

- Internship description and person specification
- Terms and conditions
- Application form (sent as a separate attachment)
- Equal opportunities monitoring form (sent as a separate attachment)
- Intern recruitment and selection process at IPPR – guidance notes for completing the form
- Information sheet for internship applicants

When applying, please note that personal details and equal opportunities monitoring data will be removed. The recruiting panel will see only your education and career history, and personal statement.

**Closing date for receipt of completed applications is 9am Friday 30th of January 2015.**

**Interviews will be held on Friday 6th February 2015.**

**Please note that due to our recruitment practices we cannot accept CVs, or applications received after the deadline.**

Due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted. If you have not heard from us within three weeks of the closing date, please assume that your application has not been successful on this occasion.

If you have any difficulty in filling out the application form, or have any queries regarding your application, please contact IPPR’s recruitment department on 0207 470 6100.

In the meantime, we wish you every success with your application and thank you for your interest in IPPR.

**Please send your completed application form to:** applications@ippr.org or by post to: Intern, IPPR, 13-14 Buckingham Street, London WC2N 6DF. Please also complete our **equal opportunity monitoring form.**
Internship description – Amelia Zollner

Intern title: Research Intern ETCC
Salary: £17,843 per annum pro rata inclusive of London weighting
Responsible to: Associate Director
Contract: 3-6 months
Start date: February 2015

IPPR is looking for an intern to work across a range of its projects within its Energy, Transport and Climate Change team. Tasks will include providing general research and administrative support to projects across the theme, and assisting with the running and analysis of IPPR’s qualitative & quantitative work

Job Duties:

- Provide research support to the ETCC team
- Carry out literature reviews for our projects
- Assisting in arranging meetings, seminars, and other events
- Assisting with the collection, analysis and presentation of quantitative data.
- Assist in arranging, running and analysing qualitative research including in-depth interviews
- Providing administrative support, such as maintaining databases, records and general support for other staff at IPPR

Essential Skills:

- Demonstrated knowledge of and experience in one or more aspects of UK energy, transport and/or international climate policy
- Some understanding of the policy making process within UK politics
- Proven research and literature review skills
- Good qualitative and quantitative data collection & analysis skills
- Excellent writing skills with the ability to write for a variety of audiences
- Excellent organisational skills with the ability to manage conflicting deadlines
- Ability to use own initiative and contribute new ideas
- Excellent interpersonal and communication skills, with the ability to work effectively in a team
- A commitment to IPPR’s values

Desirable Skills:

- Awareness of international policy processes on climate change
- Awareness of UK domestic policy on energy and/or transport
- Demonstrable passion for tackling climate change
**Terms and conditions**

IPPR’s structures reflect informal and flexible ways of working that are responsive to changes in staff and priorities.

**Salary**

£17,843 pro rata per annum inclusive of inner London weighting

**Location**

Our offices are currently based in Embankment, London WC2N. We reserve the right to move your base within the Central London area (within a 10 mile radius of Charing Cross) in the event of the organisation relocating to new offices.

**Working hours**

This post is 37.5 hours between the hours of 8.45am and 6.00pm, including one hour for lunch. Exact timings can be individually negotiated with your line manager. Due to the nature of this post you will sometimes be expected to work outside these hours, occasionally in the evenings with due notice (care will be taken to provide notice). Overtime is not paid, and we do not operate a time-off-in-lieu (TOIL) policy, but we do embrace flexible working practices and endeavor to accommodate requests for flexible working where possible.

**Notice period**

You are required to give one week’s notice.

**Annual Leave**

Annual Leave @ 25 days per annum pro rata + statutory holiday. All interns accrue annual leave during their internships. You will be made aware of your entitlement at the start of your internship. Any leave which is not taken will be paid as an additional amount at the end of the internship.

**Smoking policy**

Smoking in IPPR offices is not permitted.
The intern recruitment process at IPPR

Please read the following carefully before completing your application form.

1. Selecting the best person for the internship

As part of IPPR’s commitment to equal opportunities and diversity, all candidates are treated in exactly the same way throughout all aspects of the recruitment process.

It is vital that you take care in completing the application form as fully as possible. The information in it will guide us in considering whether you have the right skills and/or experience for the internship. A CV will not be considered.

We cannot make assumptions about your experience or skills – please provide examples.

2. Internship description and person specification

The internship description describes the duties of the internship. It sets out the range of responsibilities and tasks.

The person specification describes the person we are looking for by outlining the abilities, skills and experience needed to do the internship. We will be looking at your application form to see the extent to which you have the relevant skills and experience and thus how you fit the person specification.

You need to consider:
- is the internship description one you are interested in?
- do you think you have the skills and experience to apply for the vacancy?
- can you demonstrate that you have the necessary skills and experience?

3. The application form

Personal details
Make sure that your contact details are clearly displayed. If you move house between sending in your form and being interviewed, please let us know as soon as possible.

All personal details will be removed prior to the selection process.

Education and training
Give a list of formal and informal training. Formal training is training that is certified, e.g. a degree. Sometimes we ask for specific qualifications. You may need to provide information so that we can assess whether you meet the qualification requirements, e.g. relevant qualification for accountancy or research.

Present and previous employment
Starting with your current or last employer, list all the employers you have worked for. Provide the job title and the period you worked for them. Briefly describe the main duties of the post.
This information may be used to assess whether you meet the experience required for the vacancy. Check that the dates are correct and in order (please account for gaps in employment).

**Personal statement**
This is the most important part of the form. You have to make a case here for selection. Do not repeat your career history; use only the relevant parts, drawing out the skills you have developed.

It is usually a good idea to use extracts from the person specification as headings and answer them as questions. However, do not just repeat what we are asking for. You have to demonstrate how your experience matches the criteria.

In considering your experience, remember all your previous work and draw on this to demonstrate that you have the necessary skills.

Do not forget other relevant experience outside work that may contribute to meeting the person specification, such as community, voluntary, leisure and other interests. Describe any relevant skills this experience has helped you develop.

Remember, it is your skills and abilities relevant to this internship that we are looking for. You do not have to write several pages in support of your application, but rather focus on ensuring you meet the essential criteria in the person specification.

**4. The interview**

All shortlisted candidates will be contacted by telephone, and the interview confirmed by letter or email. You will be informed of the time, location, and contact for the interview, as well as notice of any test or exercise you may be asked to do at the interview.

The recruitment and selection panel will be comprised of a minimum of two people, and will normally include the relevant line manager of the post. We will always try to ensure gender balance in the composition of the recruiting panel.

Applicants will be asked questions relating to the internship description, person specification and application, and the panel will take notes during the course of the interview. This is part of the procedure to ensure that all applicants are treated equally, and to help us to make the right decision.

In preparation for the interview, take the opportunity to read through the internship description, application form, and any other literature sent as part of the information pack, and be prepared to talk about your experience, giving examples that illustrate your ability to do particular parts of the internship.

If you have any special requirements that would allow you to participate more fully in the interview, let Human Resources know when you are invited to interview.

**Feedback**

All unsuccessful candidates who have attended an interview will be contacted by telephone and will be offered constructive feedback; this can be useful for helping you in future interviews. Feedback should be a two-way process. It is important to use the information
given to you positively. If possible, you should also give feedback on how the process felt for you.

Legal and organisational requirements when filling in the application form

Rehabilitation of Offenders Act 1974: You should not sign the application form without being clear about what you have to reveal about yourself. For instance, you do not need to disclose convictions that would be deemed as being spent under the Rehabilitation of Offenders Act 1974, or cautions, reprimands and final warnings that are over five years old, unless they are exempt from the Act. If you are not sure about what declarations to make, you should ring the Human Resources Officer at IPPR, who will give you confidential information about declarations (see application form).
IPPR information sheet for internship applicants:
Asylum and Immigration Act 1996
(as amended 1 May 2004)

The Asylum and Immigration Act 1996 makes it a criminal offence to employ a person who is not entitled to work in the UK. In order to comply with this, IPPR is obliged to ask all prospective employees to produce appropriate documentation listed in the Home Office regulations before we can make any offer to employment, including part-time, temporary, sessional or casual appointments.

In doing so, we emphasise that we do not discriminate against any applicant on the grounds of their race, nationality or ethnic origin and we will continue to uphold equal opportunities in recruitment and selection in line with the Race Relations Act 1976.

This is why we are informing all potential internship applicants of this requirement right at the start of the recruitment process. We feel it is fair to alert all potential internship applicants to this situation as soon as possible so that anyone who needs a document can make arrangements to get one well in advance.

For the purpose of the Asylum and Immigration Act, you will need either one document from List 1 OR two documents from List 2.

List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as a family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the UK, and that this endorsement allows the holder to do the type of work offered, if without a work permit.

* The following countries are part of the European Economic Area: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, UK

List 2 (first combination)

- A document giving your name and permanent National Insurance number. This could be a: P45, P60, National Insurance card, or a letter from a UK Government agency.

Together with ONE of the following:

- A full birth certificate issued in the UK, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Republic of Ireland.
- A certificate of registration or naturalisation stating that you are a British citizen.
- A letter issued to you by the Home Office indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
- An Immigration Status Document issued to you by the Home Office with an endorsement indicating that you can stay indefinitely in the UK, or have no time limit on your stay.
• A letter issued to you by the Home Office indicating that you can stay in the UK, and this allows you to do the type of work offered.
• An Immigration Status Document issued to you by the Home Office with an endorsement indicating that you can stay in the UK, and this allows you to do the type of work offered.

OR

List 2 (second combination)

• A work permit or other approval to take employment that has been issued by Work Permits UK.

Together with ONE of the following:

• A passport or other travel document endorsed to show that you are able to stay in the UK and can take the work permit employment in question.
• A letter issued to you by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question.

Whatever document you produce, it should relate to you personally. A document that relates to your spouse, next of kin, guardian or any other person would not be acceptable under the Act.

You will need to produce a document on your first day at work. We will not be able to confirm employment until this documentation has been produced. You must produce an original document – photocopies are not acceptable under the Act.

If you have any further queries about these provisions, please do not hesitate to ask.
About IPPR

What is IPPR?

IPPR is the UK’s leading progressive think tank. The Chair of Trustees is Andrew Adonis and the Director is Nick Pearce. We play a vital role in maintaining the momentum of progressive thought, through our well-researched and clearly argued policy analysis, reports and publications, our high media profile and our strong networks in government, academia and the corporate and voluntary sectors.

IPPR was founded by Lord Hollick, who developed the idea for an independent progressive think tank in 1986. With Lord Eatwell, Clive Hollick worked for two years setting up the charity. IPPR was publicly launched in 1988 with Tessa Blackstone as its first chair and James Cornford as its first director.

Since its inception, IPPR has built up a well-deserved reputation for generating new and imaginative ideas. Our aim is to continue to be a force for change by delivering far-reaching and realistic policy solutions that we hope will produce a fairer, more inclusive and more environmentally sustainable world.

As an independent charity, we are completely funded by donations from individuals, companies and public, voluntary and trade union organisations. The latest research initiatives at IPPR are detailed on our website.

What does IPPR do?

IPPR carries out research within projects that fit into wider research programmes. Wherever possible, our projects cut across traditional boundaries, addressing problems from a different perspective in order to generate innovative policy ideas.

We publish an impressive and comprehensive range of books and web reports covering almost all aspects of public policy at local, national and global level. And we have a busy programme of events, which regularly feature leading political figures and world-class thinkers as speakers.

IPPR research themes:

Energy, Transport and Climate Change
Economic Policy
Family and Work
Migration and Communities
Politics and Power
Public Services

How to contact us

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