

**Person specification  
Internship Programme  
Band: National Living Wage (NLW)**

Criteria	Attributes	Method of assessment
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Awareness of the public sector and partner organisations.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Awareness of significant issues currently impacting on the public sector.</li> <li>• Political awareness.</li> </ul>	Application, assessment, documentary evidence.
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Building relationships and working closely with a variety of different people.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Working in a public sector environment.</li> </ul>	Application, assessment.
<b>Skills and Abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to plan and organise own workload, taking responsibility for delivery of tasks.</li> <li>• The ability to effectively prioritise work to meet deadlines.</li> <li>• Research and problem-solving skills to interpret and evaluate large amounts of information.</li> <li>• Work on own initiative.</li> <li>• Ability to look at problems creatively.</li> <li>• Competent in the use of IT ie Microsoft Office and the internet.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to work with a variety of teams and individuals and build relationships.</li> <li>• The ability to inspire confidence and gain buy-in from others.</li> <li>• Ability to construct effective networks.</li> <li>• Ability to work collaboratively as part of a team.</li> <li>• Ability to work independently using own initiative.</li> </ul>	Application, assessment.

<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Currently undertaking an undergraduate degree level programme in the UK.</li> </ul>	Documentary evidence.
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel around the district.</li> <li>• Commitment to personal development.</li> </ul>	Application, assessment.

**December 2021**