



JOHN SMITH CENTRE

PROMOTING TRUST IN POLITICS AND PUBLIC SERVICE

Parliamentary Internship Programme 2024



The 2024 John Smith Centre [Parliamentary Internship Programme](#) will take place between 4 December 2023 and 30 April 2024.

- **Length of placement:** 10 weeks
- **Hours per week:** 7 (flexible and by negotiation with host MSP office)
- **Salary (p/h):** £12.46
- **Deadline to apply:** Sunday 8 October 2023

The programme will offer internships in two areas of Scotland: **Greater Glasgow** ([Glasgow, Central Scotland](#) or [West Scotland](#) parliamentary regions) and the **North East of Scotland** ([North East](#) parliamentary region).

ROLE DESCRIPTION

The Parliamentary Intern will be based in the constituency/regional office of an MSP, with some possible travel for parliamentary business. The purpose of the role is to support the MSP and their constituency/regional office staff in a specific area of work or with a range of constituency office work, including casework, research, administrative tasks and comms.

It is anticipated that the student will have the opportunity to shadow the MSP at the Scottish Parliament during the course of the placement.

The intern will report to the office manager of the host MSP and may be tasked with a single project to complete over the course of the placement, or they may be asked to get involved in several aspects of constituency work as detailed in the Main Duties and Responsibilities for this role.



Interns appointed to the programme will have a unique experience depending on their host MSP's professional priorities. **Due to this, interns may not experience all duties and responsibilities detailed below.**

As part of the internship programme, the intern will take part in pre-placement training and post-placement evaluation, as well as report on their progress throughout to reflect on skills learned and how the placement is contributing to their future employability.

All interns will join the John Smith Centre's [Alumni Network](#) in perpetuity.

We believe that we can only reach our full potential through the talents of all. Equality, diversity and inclusion are at the heart of our values. The John Smith Centre is committed to equality of opportunity and would particularly welcome applications from sections of the community that are currently under-represented in parliamentary politics, including disabled, care-experienced, those from a low-income background and Black, Asian and minority ethnic candidates.

The deadline for applications is Sunday 8 October 2023.

If you have any questions about your application, please get in touch: johnsmith-pip@glasgow.ac.uk

ELIGIBILITY

Applicants to the Parliamentary Internship Programme must be a current 2023/24 undergraduate honours level student (3rd or 4th year) at a Scottish university. Applicants will be asked to prove their status as part of the recruitment process. There are no age restrictions.

INTERNSHIP LOCATIONS

If you apply for an internship in the Greater Glasgow area, you can expect a placement with an MSP from the [Glasgow](#), [Central Scotland](#) or [West Scotland](#) parliamentary regions.

If you apply for an internship in the North East of Scotland, you can expect an placement with an MSP from the [North East](#) parliamentary region.

Travel to and from the constituency/regional office and the Scottish Parliament will be covered as part of your internship.

INTERVIEWS

Interviews for internship positions in the **North East of Scotland** will take place on **Monday 30 October 2023**.

Interviews for internship positions in **Greater Glasgow** will take place on **Tuesday 31 October** and **Thursday 2 November 2023**.



MAIN DUTIES AND RESPONSIBILITIES

1. Respond to enquiries from constituents (casework), other politicians, the media and lobbyists with guidance from the host MSP and their constituency team.
2. Investigate local, regional, national and international issues as required and preparing summaries and briefing materials.
3. Draft press releases, newsletters and mailshots to promote the MSP's work with guidance from the host MSP and their constituency team.
4. Deal with queries from members of the public by phone or in person, and taking the appropriate initial action to resolve, document or escalate their concerns or enquiries with guidance the host MSP and their constituency team.
5. Keep accurate records in line with data protection regulations and adhere to the host MSP's policies and procedures.
6. Assist with organising and shadow constituency surgeries.
7. Attend mandatory pre-internship training and post-internship evaluation sessions at the John Smith Centre, as well as a physical or virtual session at the Scottish Parliament.
8. Complete in a timely manner pre-internship and post-internship questionnaires and any other training, reporting and evaluation tasks as requested by the Centre.
9. Respond in a timely manner to all communications from the John Smith Centre and host MSP offices.

ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

- E1 Good knowledge and understanding of Scottish politics.
- E2 Scottish Credit and Qualification Framework (SCQF) level 5 or 6 (National 5 or 6, Scottish Qualification level 2 or 3) or equivalent.
- E3 Knowledge of the John Smith Centre's mission and its work to achieve this.
- E4 Excellent written and verbal communication skills, including some experience of developing and delivering communications (i.e. reports, briefs and email communications).
- E5 Excellent information gathering skills.
- E6 Good IT skills, including experience of using Microsoft Office; in particular Word, Excel and PowerPoint and ability to use databases.



- E7 Good organisational skills and the ability to manage your time effectively.
- E8 Excellent interpersonal skills, with the ability to work effectively in a team and with members of the public.
- E9 Ability to use own initiative, work independently and contribute new ideas.
- E10 Some relevant experience of delivering a range of administrative and /or customer services in support of existing systems or processes to an agreed standard or specification to maximise service quality or the ability to demonstrate the competencies required to undertake the duties associated with this level of post having acquired the necessary knowledge and skills in a similar role.
- E11 Some experience of developing and delivering communications.

Desirable Criteria

- D1 The ability to organise and assist with events
- D2 Some experience of external/client facing interaction
- D3 Some experience of working in an office environment
- D4 An insight into, or a personal experience of, educational disadvantage or wider disadvantage. (This could include an insight into the effects of growing up in a low-income household, educational or health inequalities, experience of the care system, and/or the effects having little or no experience of higher education within the family prior to attending university.)

JOB FEATURES

Planning and Organising

- The intern may be required to assist the constituency/parliamentary office staff in organising surgeries for constituents to meet with their MSP and offer support on the day.

Decision Making

- The intern will not be required to undertake any major decision making in the role, smaller decisions (e.g. time management) may be made with guidance from the constituency office manager.

Internal/External Relationships

- Internal: The intern will work largely with the MSP and their constituency office manager. They may also work alongside party volunteers or others employed by the MSP or their party.



- External: The intern may have some responsibility for responding to routine enquiries from members of the public and constituents (known as progressing casework), other politicians, the media, lobbyists and pressure groups, with support from the MSP and their constituency office staff.

Problem Solving

- Ability to take initiative in managing a busy schedule and prioritising tasks.
- Ability to take initiative in undertaking research and preparing and presenting results both orally and in writing e.g. for briefing notes for committees, articles and press releases.

Terms and conditions

- The role is offered at University Grade 4, £22,681 per annum pro rata.
- The placement with an MSP will last up to 10 weeks. The precise dates are to be agreed between the intern and the constituency office. It is expected that interns will spend one full day per week in the constituency office, though this may be divided across two half days. Working hours will also be flexible to allow the intern to combine the internship with their academic studies and any other commitments. The placement is offered on a part time basis at 7 hours per week for 10 weeks.
- Interns will also take part in up to 16 hours of mandatory non-placement hours for training, reporting and evaluation which will take place prior to the placement commencing, during the placement and following completion of the placement. Due to limitations in funding, there will not be an opportunity to extend the internship.
- The intern will be based in the constituency/regional office of an MSP. It is anticipated that there will also be an opportunity for the student to shadow the MSP at the Scottish Parliament.
- The internship will take place between 4 December 2023 and 30 April 2024. This includes all pre-placement training, the placement with an MSP and all post-internship evaluation.
- Training and pre-internship placement activities will take place with the John Smith Centre in December 2023. Successful applicants must be available to attend training on Friday 8 December.
- The MSP placement in an MSP office will take place between January and April 2024.
- The intern will become an employee of the University of Glasgow. Right to Work checks will be carried out by the university. All successful applicants will be required to present copies of original forms of identification and qualifications in person in Glasgow – this cannot be completed online.



PROGRAMME INFORMATION AND ADVICE VIDEOS

- Parliamentary Internship Programme [FAQs](#)
- Video: [About the Parliamentary Internship Programme](#)
- Video: [The Online Application Process](#)
- Video: [Interviews for the Programme](#)
- Former Parliamentary Intern [testimonials](#)

OTHER APPLICATION RESOURCES

- Find out more about the [STAR technique](#)
- Skills Development Scotland: [Application Form Tips](#)
- Skills Development Scotland: [Interview with Confidence](#)

ABOUT THE JOHN SMITH CENTRE

The [John Smith Centre](#) is housed within the School of Social and Political Sciences at the University of Glasgow. We exist to:

- Make the positive case for politics and public service.
- Promote civilised debate and defend representative democracy, rooted in high quality research.
- Support people with talent, but not the means, to access politics and public life.

The deadline for applications is Sunday 8 October 2023.

[APPLY ONLINE NOW](#)

