Mayoral Internship Programme 2024

The Mayoral Internship Programme will take place between 2 and 13 September 2024 inclusive in Manchester.

- **Location:** Greater Manchester Combined Authority, Manchester
- **Length of placement:** 2 weeks
- **Hours per week:** 35 (full time)
- **Salary (p/h):** £12.46
- **Deadline to apply:** 2359 on Sunday 30 June 2024

**ROLE DESCRIPTION**

The Mayoral Intern will be based in the Greater Manchester Combined Authority (GMCA) Mayor’s Office.

The role is designed to introduce students to opportunities that exist in careers in local government, and to provide a practical professional development experience in a role in public service.

Throughout the two-week placement, the intern will work across the different policy teams at the GMCA, attending events and meetings, and shadowing the Mayor, gaining a broad understanding of the day-to-day work of the Mayoral Combined Authority.

As part of the internship programme, the intern will also 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.

The following programme offers an outline of the work the intern may be involved in during the two weeks at the GMCA. The activities below are by no means conclusive and may be subject to change.
Welcome to the GMCA induction and introductions to the Strategy Team (where the intern will be based during their time at the GMCA).

GMCA induction session.

Overview session and introduction to the Mayor’s main priority areas: Housing, LiveWell, Skills and Transport.

Attend a session with Greater Manchester Fire and Rescue Service which will focus on the lessons learned from the 2017 Manchester Area attack.

Join the UK Mayors Policy Leads meeting.

Attend the Reform Delivery Executive Board.

Research and write a briefing for the Mayor.

Monitor Prime Minister’s Questions and brief senior members of the team on outcomes, on behalf of the GMCA Government Engagement team.

Attend meetings focused on the Trailblazer devolution deal with the Devolution team.

Meet with the Public Service Reform Team.

Attend the Housing, Planning and Ageing Group with the Housing policy team.

Week 2 (9 September – 13 September)

Attend GMCA Housing First event held in partnership with the Ambassador of Finland.

Attend the Transport Workforce Engagement Board with the Mayor and Transport Commissioner to discuss transport career pathways.

Attend a session of the Youth Combined Authority.

Join a meeting between the Greater Manchester devolution team and the West Midlands Combined Authority.

Research and write a letter to a resident on behalf of the Mayor.

Shadowing the Mayor to his weekly appearance on ‘In the Hotseat’ at BBC Radio Manchester.

Accompany the Mayor on an afternoon of visits across Greater Manchester.

Meeting with the Mayor, Deputy Mayor, and Jaguar Land Rover to discuss tackling vehicle crime.

Join the Active Travel Commissioner, Dame Sarah Storey, on a visit to a local school.

Attend the Bee Network Implementation Team meeting with the GMCA Transport policy team, Transport for Greater Manchester, and the Transport Commissioner.

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 University 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 2359 on Sunday 30 June 2024. If you have any questions about your application, please get in touch: johnsmith-mip@glasgow.ac.uk
ELIGIBILITY

To apply for the Mayoral Internship Programme, you must be a 2024/25 undergraduate honours level student (3rd or 4th year) at the University of Glasgow. Applicants will be asked to prove their status as part of the recruitment process. There are no age restrictions.

INTERNSHIP LOCATION

The internship will be based at the Greater Manchester Combined Authority in Manchester.

The John Smith Centre will cover all travel to and from Manchester, and accommodation and subsistence costs while in the city.

INTERVIEWS

Interviews for the internship position will take place online. It is anticipated that these will take place during the week of 15 July 2024.

MAIN DUTIES AND RESPONSIBILITIES

1. Attend meetings, events and visits across various areas of the GMCA with a high degree of professionalism.
2. Take accurate and concise meeting and other notes as required.
3. Shadow the Mayor at visits and events.
4. Respond to enquiries from residents and others with guidance from the Mayor’s Office.
5. Investigate local, regional, national and international issues as required and preparing high quality, accurate summaries and briefing materials.
6. Monitor Prime Minister’s Questions and brief senior members of the team on outcomes, on behalf of the GMCA Government Engagement team.
7. Draft press releases, newsletters and mailshots to promote the Mayor’s Office’s work, as required.
8. Keep accurate records in line with data protection regulations and adhere to local policies and procedures.
9. Attend any mandatory pre-internship training and post-internship evaluation sessions at the John Smith Centre.
10. Complete in a timely manner pre-internship and post-internship questionnaires and any other training, reporting and evaluation tasks as requested by the Centre.
11. Respond in a timely manner to all communications from the John Smith Centre and GMCA staff.
12. Any other reasonable duties as required by the Strategy Team.
ESSENTIAL AND DESIRABLE CRITERIA

Essential Criteria

E1  Good knowledge and understanding of British 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 Experience of maintaining a high degree of workplace professionalism.

Desirable Criteria

D1  The ability to organise and assist with events.

D2  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.)

D3  Some experience of external/client facing interaction.

D4  Some experience of working in an office environment.
Terms and conditions

The role is offered at University Grade 4, £22,681 per annum pro rata. The placement in Manchester will take place between 2 and 13 September 2024 inclusive (70 hours).

There will also be up to 10 hours of paid non-placement activities which will take place prior to and following the placement, including pre-internship training and evaluation. The intern will be contracted by the University of Glasgow between 19 August and 27 September inclusive to account for this.

Travel, accommodation and subsistence will be covered by the John Smith Centre at the University of Glasgow. Due to limitations in funding, there will not be an opportunity to extend the internship.

The intern will become an employee of the University of Glasgow. Right to Work checks will be carried out by the University. The successful applicant 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

- Mayoral Internship Programme
- Video: The Online Application Process
- Video: Interviews for the Programme
- Read what former interns on our other Development Programmes say: Testimonials

OTHER APPLICATION RESOURCES

- Find out more about the STAR technique
- Skills Development Scotland: Everything you need to know about job application forms
- Skills Development Scotland: Impress at a Job Interview

ABOUT THE JOHN SMITH CENTRE

The John Smith Centre is housed in the College of Social 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 2359 on Sunday 30 June 2024.

APPLY ONLINE NOW