JOHN SMITH CENTRE

Creating the Opportunity to Serve

Parliamentary Internship Programme 2027

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PROGRAMME INFORMATION

The 2027 Parliamentary Internship Programme will take place between 9 December 2026 and 30 April 2027.

- **Length of placement:** 10 weeks (between January and March 2027)
- **Hours per week:** 7 (flexible and by negotiation with host MSP/MP office)
- **Salary (p/h):** £14.17

The programme will offer internships in two areas of Scotland:

1. **Greater Glasgow** (Glasgow, Central Scotland or West Scotland parliamentary regions)
2. **North East of Scotland** (North East and Highlands and Islands parliamentary regions)

Additional information:

- Parliamentary Internship Programme FAQs
- Former Parliamentary Intern testimonials

ROLE DESCRIPTION

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

It is anticipated that the intern may have the opportunity to shadow their host at the Parliament during the course of the placement.

The intern will report to the office manager of the host MSP/MP 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/regional office 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'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 they have learned and how the placement is contributing to their future employability.

All interns will also 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.

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

ELIGIBILITY

To apply for the Parliamentary Internship Programme you must be a 2026/27 junior or senior honours level undergraduate student at a Scottish university. Applicants will be asked to prove their student status as part of the recruitment process.

There are no age restrictions.

Due to parliamentary security clearance requirements, applicants must have a minimum of three years' UK address history from the programme start date.

You must be physically located in Scotland between December 2026 and April 2027 to participate in the programme.

INTERNSHIP LOCATIONS

If you apply for an internship in the Greater Glasgow area, you can expect a placement with an MSP/MP 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 a placement with an MSP/MP from the North East or Highlands and Islands parliamentary regions.

Please see the Scottish Parliament website for details of parliamentary regions and MSPs and the UK Parliament website for details of Scottish MPs.

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

INTERVIEWS

Interviews for internship positions in the **North East of Scotland** will take place on **Wednesday 28 October** online.

Interviews for internship positions in **Greater Glasgow** will take place in person on **Tuesday 27 October**, **Wednesday 28 October and Thursday 29 October** in person at the University of Glasgow Gilmorehill campus.

Due to staffing constraints, we are unable to accommodate requests for alternative interview dates.

MAIN DUTIES AND RESPONSIBILITIES

1. Respond to enquiries from constituents (casework), other politicians, the media and lobbyists with guidance from the host Member and their staff.
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 Member's work with guidance from the host and their staff.
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 from the host and staff.
5. Keep accurate records in line with data protection regulations and adhere to the host Member'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 Member 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 Higher, Scottish Vocational 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.

Desirable Criteria

D1 Some experience of external/client facing interaction.

D2 Some experience of working in an office environment.

D3 Lived experience of educational disadvantage or wider disadvantage. (Experience including but not limited to: growing up in a low-income household; educational or health inequalities; having care experience; first in family to attend university.)

Method of Assessment

The table below shows how applicants will be assessed against the essential and desirable criteria: in the application, at interview, or both.

Essential Criteria	Application	Interview
E1		✓
E2	✓	
E3		✓
E4	✓	✓
E5	✓	✓
E6	✓	
E7		✓
E8	✓	✓
E9	✓	✓
E10		✓
Desirable Criteria	**Application**	**Interview**
D1	✓	✓
D2	✓	
D3	✓	

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/MP 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/regional office manager.

Internal/External Relationships

- Internal: The intern will work largely with the MSP/MP and their constituency/reginal office manager. They may also work alongside party volunteers or others employed by the MSP/MP 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/MP and their constituency/regional 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, currently £25,804 per annum pro rata.

- The placement with an MSP/MP will last up to 10 weeks between January and March 2027. The precise dates are to be agreed between the intern and the constituency/regional office. It is expected that interns will spend one full day per week in the constituency/regional office, though this may be divided across two half days. Working hours will 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 within the host office 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/MP. It is anticipated that there will also be an opportunity for the intern to shadow the MSP/MP at Parliament.

- The internship will take place between 9 December 2026 and 30 April 2027. This includes all pre-placement training, the placement with an MSP/MP and all post-internship evaluation.

- Training and pre-internship placement activities will take place with the John Smith Centre on 9 December 2026. **Successful applicants must be available to attend training.**

- 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.**

ABOUT THE JOHN SMITH CENTRE

The John Smith Centre is housed within the College of Social Sciences at the University of Glasgow.

We are a non-partisan organisation working to open doors to public life and politics for young people – no matter their background, beliefs, or experience. We're inspired by John Smith, Labour leader from 1992–94, who said in his final speech: "The opportunity to serve our country – that is all we ask."

Thirty years on, we're still driven by the belief that every young person who wants that opportunity deserves the chance to shape the world they live in.

HOW TO APPLY

Online applications will open at 10.00am on Friday 2 October and will close when we have received 100 submissions.

Once you have started to fill in the application form, **you will not be able to save your progress and continue later,** so you may wish to refer to the application questions and write your answers in a separate document before copying them to the form.

Please note that while we do not require a CV at this stage, successful applicants must provide a fully up-to-date CV to be onboarded as an employee of the University of Glasgow.

APPLY ONLINE – GREATER GLASGOW

APPLY ONLINE – NORTH EAST SCOTLAND

OTHER APPLICATION RESOURCES

- Find out more about the STAR technique
- Skills Development Scotland: Application Form Tips
- Skills Development Scotland: A complete guide to competency-based interviews
- Skills Development Scotland: How to answer common interview questions
- Skills Development Scotland: The 10 biggest interview mistakes to avoid

APPLICATION QUESTIONS

Personal Information

- How did you find out about the Parliamentary Internship Programme? (300 characters max)

References

- Please provide the names and contact details of at least two people who are not related to you that may be contacted for a reference. We will only contact your references if you accept a position on the Parliamentary Internship Programme.

  - Reference 1 must be someone from your university e.g. a lecturer, tutor, advisor of studies etc.
  - If you are currently employed, your second reference must be your current employer.
  - You may choose to provide a third reference if you wish, but this is not mandatory and will not affect the scoring of your application.

  Please provide details of your references in the following format: name (first and last), job title, organisation, email address and/or telephone number.

Work Experience

- Please provide details of any current or previous work experience. This can include voluntary work or any other extracurricular positions you have held. (4,000 characters max)

  Please start with the most recent position and provide information in the following format:

  - Name of organisation (dates employed)
  - Job title
  - Details of duties

  If you do not have any previous experience, please input "None".

  For example:

  University of Glasgow (January 2025 - Present)

  Administrator

  Dealing with incoming and outgoing correspondence.
  Data entry, retrieval and database maintenance.
  Filing and archiving.
  Creating and managing documents, spreadsheets and presentations.
  Compiling reports.
  Managing diaries for team members.
  Scheduling meetings, taking minutes and arranging conferences and events.
  Speaking to customers and clients to answer queries and resolve issues.

Education and Training

- Current university studies (4,000 characters max)

  Please list the modules that you have studied/are studying, and give the grades achieved (if known). Modules should be listed in reverse chronological order (most recent first), in the following format:

  Level of study - Module - Date awarded/anticipated - Grade awarded (if known)

- Education prior to your current university studies (4,000 characters max)

  Please provide details of the qualifications you obtained prior to studying your current university course. Qualifications should be listed in reverse chronological order (most recent first), in the following format:

  - Institution: The institution where you gained your qualification, for example: the name of your high school, college, university etc.
  - Level: The level of the qualification you received, for example: Nat 5, Higher, HND, Honours degree etc.
  - Subject: The subject of your award, for example: Politics, International Relations, History, Maths etc.
  - Grade Awarded: The grade you were awarded for your qualification, for example: A, B, Pass, 2:1, % etc.
  - Year: The year you received your qualification, for example: 2024

  Please also include any qualifications that have been gained outside of the UK.

- Other qualifications and training (1,000 characters max)

  Please provide brief details of any other training or education (e.g. online learning, workshops etc.), and/or experience (e.g. social clubs you have participated in). These should be listed in reverse chronological order (most recent first).

Motivations for Applying

- What are your motivations for applying to the Parliamentary Internship Programme? (1,800 characters max)

Essential and Desirable Criteria

The John Smith Centre wishes to consider how your experience, skills and knowledge meet the essential and desirable criteria of the Parliamentary Internship Programme.

Please ensure you provide specific examples for each criterion, and how you feel your examples equip you to undertake the duties detailed in the job description.

Demonstrate and evidence your skills, knowledge and experience in the sections below using examples from all aspects of your life. These could include examples from your studies at school and/or higher education, your work (summer jobs, part-time jobs, work placements, internships etc.), volunteering, clubs, societies, sports, and life experience (e.g. experience as a carer, single parent, running a business, fundraising, community/charity work etc.).

We recommend using the STAR technique to address each criterion.

- E4 Excellent written and verbal communication skills, including some experience of developing and delivering communications (i.e. reports, briefs and email communications). (1,200 characters max)
- E5 Excellent information gathering skills. (1,200 characters max)
- E6 Good IT skills, including experience of using Microsoft Office; in particular Word, Excel and PowerPoint and ability to use databases. (1,200 characters max)
- E8 Excellent interpersonal skills, with the ability to work effectively in a team and with members of the public. (1,200 characters max)
- E9 Ability to use own initiative, work independently and contribute new ideas. (1,200 characters max)
- D1 Some experience of external/client facing interaction. (1,200 characters max)
- D2 Some experience of working in an office environment. (1,200 characters max)
- D3 Lived experience of educational disadvantage or wider disadvantage. Experience including but not limited to: growing up in a low-income household; educational or health inequalities; having care experience; first in family to attend university. (1,200 characters max)