



Leeds Civic Trust

Summer Internship – Candidate Brief

Are you committed to improving Leeds for its residents and visitors? Do you think that the highest standards in architectural quality, protecting and enhancing our heritage and improving quality of life are important?

Leeds Civic Trust is a city-centre based charity that promotes improvements to the City of Leeds in the fields of development, heritage and public amenity. Funded by members and supporters, most of our activity is undertaken by volunteers who are supported by three members of paid staff.

Working in a friendly office, we are looking to employ an intern to undertake a mixture of project-based work and general administrative activities to support our team over the course of the summer.

We require someone to work at least three days per week full time equivalent (which may be spread out over four or five days) but will also consider an appointment up to full time.

Job Title	Leeds Civic Trust Summer Internship
Terms	Temporary contract available with immediate effect until the end of September 2019
Salary	£17,079 per annum pro rata
Pension	The postholder is eligible for auto-enrolment
Hours of work	The intern would be required to work at least 3 days per week (or equivalent over five days), but a full-time position (40 hours) is also possible
Our location	Leeds Civic Trust, 17-19 Wharf Street, Leeds LS2 7EQ
Holiday	25 days per annum pro rata plus statutory holidays
The notice period is	The successful candidate will be subject to a probationary period of one month, after which one week's notice will be required from either side to terminate the appointment before the end of September

The role is subject to	Satisfactory reference, compliance with Asylum and Immigration Act 1996
What are the duties of this role?	<ul style="list-style-type: none"> - Providing administrative support for the preparation and co-ordination of the Heritage Open Days initiative (13-22 Sept 2019) - Providing administrative support for the Trust's guided walks (including supper walks, tailored walks and others) - Assisting with the organisation of corporate lunches and events - Supporting the generation of copy for our Outlook Newsletter (including conducting interviews) - Assisting with the organisation of events (both for the Trust's membership and the wider public) - Maintaining the Trust website and social media outlets - Supporting the Trust's Blue Plaque unveilings - Other general administrative tasks (e.g. answering the telephone, supporting our bookshop function, supporting our committees and groups)
What will you bring to the role?	<ul style="list-style-type: none"> - A confident user of IT including MS Office - Good organisational abilities and attention to detail - Good written, verbal and numerical skills - The ability to communicate effectively with the Trust's partners, friends and volunteers - Ability to work effectively both as part of a team but also on an independent basis - The ability to be flexible – balancing competing demands and urgent requests - A user of social media with an appreciation of how it can be used to build the Trust's profile and to communicate with a wider audience <p>You may also:</p> <ul style="list-style-type: none"> - Have an interest (professional or personal) in architecture and development, heritage and history and “public amenity” - Have some knowledge of web design
Reporting	The postholder will report to the Director but day to day management will be undertaken by the Trust's administrative staff
Qualifications	This opportunity is available for people who are educated to at least A level, though equivalent experience will also be considered. It may suit a graduate or someone undertaking an undergraduate degree.
Closing date	The closing date for this position is noon on Wednesday 8 th May. Interviews will take place on Friday 10 th May
How do I apply	Please provide a short CV and up to one page of A4 describing why you want the role and how you are suited to it. Applications should be submitted by email to office@leedscivictrust.org.uk . Receipt will be acknowledged