

Ymlaen: The Senedd's Internship for Black, Asian, and Ethnic Minority graduates

Commission and Members' Support



About the Internship

We are looking to offer a paid, 12-month training internship to four graduates from a Black, Asian or Ethnic Minority background. The interns will be placed in various areas within the organisation – in this document you will find further information regarding the placement within the Commission and Members' Support service. The interns will not be employed by us and the internship does not offer or guarantee a substantive role at the end of the 12-month period. The aim is for the interns to develop the skills, experience and ability required for an employed role within the Senedd Commission or elsewhere.

Training at the Senedd Commission means you will be at the heart of Welsh politics, developing your skills and knowledge on how to best navigate a busy and exciting workplace where Welsh laws are made. The Internship is an excellent opportunity that has been designed to provide you with the understanding and ability to develop within a diverse and inclusive organisation.

Development Opportunities Offered

During the Internship, you will receive continuous support from our Organisational and Development team. They will offer a wealth of resources and support, ensuring that you have all the tools you need to grow and to flourish at the Senedd. They will also arrange external training courses and events to encourage your learning as well as offering great internal opportunities in learning and development.



Welcome from the Head of Service



Sulafa Thomas, Head of Commission and Members' Support

Thank you for your interest in joining the Senedd Commission's Internship Scheme with the Commission and Members' Support service. I am pleased that we are partnering with the Windsor Fellowship to be able to offer an opportunity to learn and develop your knowledge and skills with us.

We are a service at the heart of Welsh democracy – supporting Members of the Senedd elected to represent their communities across Wales. This is a particularly exciting time to join the Senedd – a time when our Members' Business Support and Member Learning and Engagement teams will be playing a pivotal role in providing information and support to the Members as they manage their staff and offices early in a new Senedd term, and with significant legislative changes to employment law and practice.

We're looking for someone who thrives on being at the heart of what is going on and works collaboratively to get things done. You will have the opportunity to develop skills and knowledge in the fields of finance, human resources, learning and development, and stakeholder engagement. These are skills that ensure Members and their support staff operate within the regulatory and legal frameworks that apply to them.

During your internship, you would learn how to develop and deliver dynamic, professional, and engaging resources, events, and activities which support good practice in office management, employment, and human resources.

Title: Senedd Internship – Members’ Business Support Team

You will be paid a grant of £37,076 for the Internship.

Duration: 12 Months - fixed

Service: Commission and Members’ Support

Eligibility:

1. You have the right to work in the UK without restrictions. Please note that the Senedd does not sponsor work visas
2. You live in Wales
3. You are from a Black, Asian or Ethnic Minority background
4. You have been a resident in the UK or Ireland for a minimum of five years (this is a requirement to undertake National Security Vetting)
5. You are an university graduate at the time the scheme starts
6. You are available to take part in the Internship from September 2026 to September 2027

Location: Senedd, Tŷ Hywel, Cardiff Bay

The Intern role will normally be a hybrid of on-site and remote access at our discretion. You will be provided with the support and equipment you will need to be able to carry out the Internship from home. . There will be a requirement to attend the office in Ty Hywel, Cardiff Bay, anticipated to be 3 days per week.

Pattern of Working: This is a full-time training programme although flexible working arrangements will be considered, subject to meeting the needs of the internship programme.

Security Clearance: Successful external candidates will be required to complete pre-employment checks. This includes mandatory national security Vetting to Counter Terrorist Check (CTC) level or Security Check (SC) or higher, as described below. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable the mandatory national security checks to be carried out you must have resided in the UK for a minimum period of time.

- To undergo a CTC level check, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

- To undergo a SC level check, you must have normally resided in the UK for a minimum of 5 continuous years.

If you do not meet the minimum length of stay required for the mandatory national security checks to be undertaken, we are not able to move forward with your application.

This position has been assessed as requiring a **SC** level of security vetting.

About Us

The Commission and Members' Support (CAMS) service within the Communications and Engagement Directorate provides executive support to the Presiding Officers, Chief Executive and Directors of the Senedd Commission, through the Executive Office team. The Service also provides business services (allowances, HR and learning support) to Members of the Senedd.

As an intern in the Members Business Support team, liaising closely with the Member Learning and Engagement team, your training will involve learning how to support the provision of a cohesive and comprehensive package of information, guidance and support to Members and their support staff, which enables the Member to deliver their role as an elected representative.

The majority of your placement will be within the Members' Business Support team, which provides advice and guidance to 96 Members of the Senedd and the political party groups at the Senedd who employ support staff. The team provides information, guidance and advice on all aspects of the financial support available to Members and on a broad range of generalist HR matters, such as operational and recruitment support for Members in their capacity as employers.

You will also liaise closely with the Member Learning and Engagement team, who are responsible for the development and delivery of relevant, timely and high quality learning and development programme for Members and their staff.

We will train you in how to manage and deliver dynamic, creative, and professional materials, events, and activities that promote Members delivering their role in a way that is compliant with the Senedd's regulatory framework.

By the end of the internship, the successful candidate should acquire skills related to the delivery of information, guidance, and support in an effective way, and have developed the skills to be confident to lead on the design and development of support to Members and their support staff.

Key Training Exercises:

- Learn how to plan, design, deliver, and evaluate support that enables and empowers Members to perform their roles in accordance with relevant legal and regulatory frameworks.
- Learn how to lead on and deliver support which will teach you effective communication and how to liaise and co-ordinate with different teams and Service Areas.
- Learn how to support the Service's work in planning support.
- Learn how to support others in the teams when they are managing external partners, contractors and stakeholder relationships.
- Learn how to develop and manage effective administrative systems to ensure the efficient and streamlined delivery and management of support.
- Develop your communication skills through a range of written and verbal approaches.
- Develop knowledge and understanding of various legal and regulatory frameworks.

Specific skills and Competencies:

This section states which skills and experience are deemed to be essential for this role, and also which are considered desirable.

You should refer to these in your application form.

Specific criteria:

1. Human resources, employment, and / or learning and development experience, including:
 - providing generalist HR advice and support; and / or
 - planning, designing, delivering, and evaluating training and development activities.
2. Excellent oral and written communication skills.
3. Excellent organisational skills and attention to detail.
4. Strong interpersonal skills and team working, with the ability to be effective as part of a small team and to work confidently with staff, Members and support staff.

Welsh language criteria:

The language skills for the internship have been assessed Courtesy Level Welsh.

Candidates should have the ability to:

- pronounce Welsh names, answer the phone and respond to simple greetings;
- understand very simple phrases and greetings;
- read very short and simple phrases, or able to interpret content using the technology available; and
- write very simple phrases and greetings

Level Competency Areas and Behaviours:

These are the specific competencies that you will be expected to demonstrate during your internship.

Competency areas and Behaviours will be assessed at interview stage and **do not** need to be addressed within your application form.

Aspiring leadership

- Aims to be visible, approachable and accessible
- Aspires to constructively challenge and be open to be challenged

Developing skills in working with and valuing others

- Aim to build links and consult networks internally and externally
- Cascade information using most appropriate communication method

Growing in learning and improving

- Explore different options to find better ways of doing things and consult with others to share good practice
- Aim to develop options, identify risks and benefits and propose a way forward, monitor progress and evaluate outcome

Progressing in delivering results to customers

- Seek opportunities to improve levels of service and actively seek feedback on the service provided to maintain a high-quality service.
- Aim to take responsibility for building productive customer relationships.

Our Values

Our values are part of everything we do. Together, we've created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.



RESPECT

We are inclusive, kind, and value each other's contributions in delivering excellent services.



PASSION

We are purposeful in our support of democracy and pull together to make a difference for the people of Wales.



PRIDE

We embrace innovation and celebrate our achievements together as a team.



WE ARE ONE TEAM

Our Values define what we do and how we do it, and they unite us as a single team.

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.

Our official languages (Welsh and English):

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Members of the Senedd, the public and staff can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require all our staff to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect all Senedd appointees to have, or to acquire during an agreed period, courtesy-level skills in Welsh. All posts are assessed in the context of the service area's ability to deliver bilingual services to our customers and some posts, therefore, require a higher level of Welsh to facilitate that, such requirements are expressed above.

Diversity and Inclusion:

We want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensures that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We welcome applications from a diverse range of people, from all backgrounds and with many different skills, experience and perspectives. We particularly encourage applications from disabled people and people from ethnic minority communities, who are currently under-represented in our workforce. Find out more about our [**approach to diversity and inclusion on our website**](#). All appointments will be made on merit.

Apply now!

Application Process

Online applications open	23 April 2026
Virtual information sessions	30 April 2026 18:30
Application deadline	18 May 2026
Windsor Fellowship Assessment Development Centre (virtual)	1 -17 June 2026
Senedd interview (face to face)	w/c 6 July 2026
Outcome	13 July 2026
Security clearance and on boarding	July – August 2026
Estimated Internship start date	7 September 2026

If you have any questions about the programme please contact Bernadette Winney on internships@windsor-fellowship.org