

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

Governance & Strategic Planning



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 Communications team. 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



Phil Boshier, Head of Governance & Strategic Planning

Thank you for your interest in training at the Senedd Commission as an Intern in the Governance & Strategic Planning team. This role will teach you how to support the development and implementation of a high-profile Governance Improvement Plan that spans research and engagement with Commission staff, including senior leaders. This plan will help us to make improvements to how the organisation is run and how decisions are made, making sure we work in a clear, fair and effective way and that governance documentation is up-to-date, accurate and accessible.

Our team sits at the centre of the organisation, working across all services, and supporting senior leaders to make good decisions. Our work is therefore varied, meaningful and highly visible, offering a unique opportunity to gain insight into how effective governance supports an organisation to deliver to high standards.

As a Governance Intern, you will be supported to develop your skills and confidence while learning how to contribute to important areas such as governance (how decisions are made and the organisation is run), risk management, and assurance (how we can be sure it is being run well). You will liaise closely with staff across the organisation, learning how governance frameworks are applied in a real-world setting and how continuous improvement helps the Commission achieve its strategic priorities.

We pride ourselves on being a forward-thinking and supportive team who work closely together, where your ideas and contributions may help to shape the way we operate. If you are motivated and eager to learn, this internship offers a rewarding introduction to governance at the heart of the Senedd.

Title: Senedd Internship – Governance Team

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

Duration: 12 Months - fixed

Service: Governance & Strategic Planning

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 three years out of the last 5 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 up to 1 – 2 days per week in Ty Hywel, Cardiff Bay.

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 **CTC** level of security vetting.

About Us

The Senedd Commission is the organisation that provides the staff, buildings and services needed to support the Senedd and its Members. To do this well, the Commission must have strong governance arrangements. These arrangements are made up of systems, policies and processes that explain how the organisation is led. Governance helps everyone understand how things should be done and supports the Commission to work effectively every day.

The Governance & Strategic Planning team enables this by working closely with senior leaders and colleagues across the organisation to ensure governance arrangements are proportionate, transparent and effective.

At an exciting time in the development of the Senedd as an institution, you will have the opportunity to learn about an important governance project. In addition to learning how to support the effective day-to-day governance of the organisation, you will liaise with experienced Commission staff to gain practical insight into robust governance practices and develop a broad set of transferable skills relevant to organisational leadership and accountability.

Key Training Exercises:

Outlined below are the key training tasks you will benefit from during your placement, including:

- Learning what governance frameworks are and how they support organisations.
 - Learning how the Commission evaluates its governance arrangements, what's working well and what needs changing.
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- Learning how to create a Governance Improvement Plan that outlines what needs improving and why.
- Learning how to develop a clear programme of work to help the organisation implement the Governance Improvement Plan, including a stakeholder engagement plan.
- Gaining an understanding of how the Governance & Strategic Planning team supports senior leaders and enables effective decision-making across a complex organisation that's in the public eye.
- Researching ways other parliaments, government departments and public-sector organisations are governed, and comparing these with the Commission's approach.
- Learning how to engage with stakeholders across the organisation, particularly the Commission's governance champions.
- Learning to draft business papers and reports.
- Learning how to identify and implement improvements to the accessibility and usability of governance documentation and digital governance content (SharePoint, Commission intranet and external Senedd pages); clarify ownership and accountabilities; and benchmark against other legislatures, government departments, and public-sector organisations.

Specific skills and Competencies:

This section states which skills and experience are deemed to be essential for this internship.

You should refer to these in your application form.

Specific criteria:

A clear interest in how organisations are run, how public services work, and how ways of working can be improved.

1. Strong interpersonal and analytical skills, with the ability to research and summarise complex information.
2. Excellent organisational skills and attention to detail, with the ability to prioritise your time effectively and respond flexibly to last minute changes or competing priorities.
3. Good working knowledge of Microsoft Office packages including Word, Outlook and Excel.
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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 for this internship.

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

Aspiring leadership

- Aspiring to foster a strong culture of ownership for continuous improvement with senior managers, including Heads of Service.
- Aims to take responsibility for the achievement of a team's objectives whilst working towards being visible, approachable and accessible.

Progressing in delivering results to our customers

- Developing the ability to work on own initiative, managing time and resources effectively while considering others' priorities and needs.
- Seek opportunities to improve levels of service and actively seek feedback to maintain a high-quality service.

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.

Developing skills in working with and valuing others

- Is gaining an understanding of wider corporate aims and objectives, recognising the diverse nature of services and range of different views.
- Cascade information using most appropriate communication method.

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