

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

Human Resources



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 Human Resources 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



Leanne Baker - Head of Human Resources

Thank you for your interest in training at the Senedd Commission as an Intern in Human Resources. The HR Service plays a pivotal role in supporting the organisation to deliver its People & Culture Strategy and prepare for the 7th Senedd, ensuring that our people are supported, engaged and able to perform at their best.

This internship is designed to provide you with a broad introduction to Human Resources within a busy and people-focused environment. During your time with us, you will have the opportunity to learn about and gain supported exposure to a range of HR activities, developing your understanding of how HR supports staff across the organisation.

We are keen to welcome individuals who are enthusiastic and motivated to learn, regardless of whether they have previous experience in Human Resources or the public sector. You will be supported to develop key skills such as organisation, communication and working collaboratively, while gaining confidence in a professional setting. We value diverse perspectives and welcome applicants from a wide range of backgrounds, reflecting our commitment to being a vibrant and inclusive organisation.

Our team works flexibly and collaboratively, and we are committed to creating a supportive learning environment where you feel encouraged to ask questions, build your knowledge, and explore a career in HR.

If you are interested in gaining experience within a friendly, people-focused team at the heart of democracy in Wales, we look forward to welcoming you.

Title: Senedd Internship – Business Partner Team

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

Duration: 12 Months - fixed

Service: Human Resources

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.

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.
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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

During your internship you will learn how to support the development, coordination and delivery of the Senedd Commission's Workforce Plan, a core component of the Medium-Term Resourcing Framework (MTRF).

You will also learn about workforce analysis, forecasting, data insight and planning activities, supported by experienced colleagues.

You will gain supervised experience and insight across HR, workforce analytics, organisational development and strategic planning.

Key Training Exercises:

You will work with HR Business Partners and colleagues to learn about and support the following activities:

1. Workforce Planning Support

- Learn how to support to the development and maintenance of the Workforce Plan, to see how it aligns with the MTRF, Corporate Strategy, People & Culture Strategy, and service planning.
- Learn how workforce data is analysed to understand current workforce supply, future demand, and emerging skills or capability gaps.
- Work with teams across the HR Service to observe and support activities that support the workforce, such as developing grading guidance and career pathways development; and identifying training or recruitment strategies.

2. Data, Analysis & Insights

- Gain exposure to People Insights data (such as turnover, sickness, diversity and vacancy data) and Learn how workforce information is presented clearly in reports and dashboards, with guidance and support..
- Learn how to develop improved workforce datasets and identify new data requirements.
- Understand how workforce measures and indicators are used and monitored.

3. Service Planning & Business Engagement

- Learn how workforce planning is embedded into annual service planning, and how HR supports Heads of Service in this process.
- Develop confidence in gathering workforce intelligence, including skills needs, succession risks, capacity pressures, and future workforce requirements.
- Observe and support discussions that help identify organisation-wide workforce risks emerging from service plans.

4. Succession Planning & Skills Mapping

- Learn how critical roles and succession risks are identified across the organisation.
- Learn how to support the mapping of skills, capabilities and future skills requirements.
- Observe and contribute, where appropriate, to the development of accessible tools and resources and resources for managers (e.g., workforce planning toolkit on the intranet).

5. Secretariat Support

- Learn how to prepare briefings, papers, meeting materials and progress updates, with guidance from colleagues.

6. Stakeholder Engagement

- Observe and learn how to support engagement activities with managers, staff networks, TUS personnel and other internal stakeholders.
- Learn about inter-parliamentary workforce planning benchmarking and knowledge-sharing activities.

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.

Good organisational skills and attention to detail, with the ability to prioritise your time effectively and respond flexibly to last minute changes or competing priorities.

1. Strong communication and interpersonal skills, with the ability to engage effectively with stakeholders
2. Ability to analyse and interpret data.
3. Good working knowledge of Microsoft Office packages including Word, Outlook and Excel.
- 4.

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.

Developing skills in working with and valuing others

- Aspire to build links with and consult internal and external networks
- Consult staff early in the decision-making process wherever possible and encourage a team-based approach to achieving objectives

Growing in Learning and improving

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

Aspiring Leadership

- Strive to be visible, approachable and accessible
- Encourage the promotion of corporate and divisional messages and support change

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