

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

Communications



# 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



## Laura Williams, Head of Communications

Croeso / Welcome

Thank you for your interest in training at the Senedd Commission as an Intern in the Communications department.

We're a team at the heart of Welsh democracy, telling the story of the Welsh Parliament and helping the public to understand how the work we do here impacts on their everyday lives.

Your communications skills will be developed by learning about, and getting involved in, how we tell the story of the Welsh Youth Parliament. The Welsh Youth Parliament is a voice for all young people in Wales, raising issues that matter most to young people with those in power.

The Third Welsh Youth Parliament term starts in November 2024, where 60 young people will be elected to represent young people in Wales for a two-year term. We are in a completely different digital landscape to 2018, when we first launched the Welsh Youth Parliament, which offers us lots of exciting opportunities.

We're looking for someone creative, with a passion for all things digital and an enthusiasm to learn about new ways of telling Welsh Youth Parliament's story to different audiences.

You will undertake your training with a team of communication experts and content creators, with an opportunity to be see how we develop a range of projects that will help tell ours and the Welsh Youth Parliament stories in Wales and beyond.

**Title:** Senedd Internship – Communications Team

You will be paid a grant of £32,141 for the Internship.

**Duration:** 12 months – fixed (January – December 2025)

**Service:** Communications

**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 (this is a requirement to undertake National Security Vetting)
5. You are an university graduate at the time the Internship starts
6. You are available to take part in the Internship from January 2025 to January 2026.

**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.

You may also be required to travel to external locations as part of your training programme – Summer Events, Welsh Youth Parliament workshops etc.

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

You may also be required to attend events during the evening and on weekends.

**Security Clearance:** This position has been assessed as requiring a 'CTC' level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.

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## About us:

The Communications team plays an important role in the Senedd, providing communications support to departments across the Commission. We work in close partnership with the Engagement team to share the work of the Senedd with the people of Wales and beyond. We do this across a variety of our own digital platforms, and via the media and external partners.

We're creative storytellers looking to share stories about the work we do with people across Wales. You'll be training with a talented team of communicators and content creators who are building relationships with internal and external partners, and creating engaging content for all our channels.

During your internship you'll be trained by our Digital Communications team, and will have the opportunity to experience all five key principles of digital communications:

- Audience insight and evaluation
- Channels and publishing
- Digital design
- Videography
- Photography

Our busy digital team deals with explaining breaking news to our audiences, as well as longer term campaigns.

As our intern, you'll gain experience in how we run our day to day operations and communications projects. This will involve seeing how we work closely with the news, strategic communications and Welsh Youth Parliament teams, as well as other teams across the organisation.

## Key Training Exercises

- Learning how to write and design engaging content and messages for young people on Welsh Youth Parliament digital channels
- Learning from the Head of Digital in how to write a new digital strategy for the Third Welsh Youth Parliament
- Learning how to manage and oversee Welsh Youth Parliament social media channels, with a particular focus on Instagram
- Learning how to capture and create content for the Welsh Youth Parliament, such as at events and for report launches
- See how we regularly evaluate content and the digital strategy, to see what's working well and what needs changing – as well as trialling and testing innovative content
- Developing your skills in writing and sending out the Welsh Youth Parliament's monthly newsletter, as well as a quarterly newsletter aimed at Welsh Youth Parliament's secondary audience: teachers, youth workers, parents, alumni and partners
- Learning how to work across the organisation, particularly with our Welsh Youth Parliament team which is part of the Engagement Service
- Learning how to liaise with Welsh Youth Parliament Members, and how to create social media content for them to share
- Learning how to produce and send out social media toolkits for partner organisations and stakeholders to support Welsh Youth Parliament key moments

## Specific skills and Competencies:

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

You should refer to the following criteria in your application form.

1. 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.
2. Strong interpersonal skills and team working. The ability to be effective as part of a small team and to work confidently with staff at all grades
3. Strong oral and written communication skills.
4. Experience of working with social media, particularly Instagram.

### 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 telephone, greet people or make introductions bilingually;
- Understand and use proactively familiar, everyday, expressions;
- Understand very short texts where people are giving basic information about themselves or others in correspondence, on forms or to interpret content using the technology available.

## 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 Commission 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
- Aspire to constructively challenge and are open to being challenged
- Develop coaching skills and help others to give their best, particularly in times of pressure

## 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

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.

## 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.

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## Apply now!

### Application Process

Online applications open	23 September 2024
Virtual information sessions	8 October 2024
Application deadline	4 November 2024
Windsor Fellowship Assessment Development Centre (virtual)	11 – 27 November 2024
Senedd interview (virtual)	w/c 10 December 2024
Outcome	18 December 2024
Security clearance and on boarding	December – January 2025
Estimated Internship start date	13 January 2025

If you have any questions about the programme please contact Bernadette Winney on [internships@windsor-fellowship.org](mailto:internships@windsor-fellowship.org)

Interviews will be held virtually using Microsoft Teams.