

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

Engagement



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 Engagement 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



Laurian Hubbard, Head of Engagement

Thank you for your interest in joining the Senedd Commission's Internship Scheme within the Engagement Services department. I am pleased that we are partnering with the Windsor Fellowship to be able to offer you an opportunity to learn and develop your knowledge and skills with us. We are committed to taking positive action to improve the diversity of our teams where those from particular backgrounds are under-represented.

Engagement Services promotes the Senedd as a pioneering parliament that puts the voice of the people of Wales at the heart of what we do through meaningful engagement, events and parliamentary activities.

We're looking for someone who is seeking to develop exceptional event management and stakeholder relationship skills. These are the skills that we use to ensure our customers; Members of the Senedd, Member support staff, Commission staff and external organisers and partners, have the best possible experience.

During your internship, you would learn how to develop and deliver a dynamic and professional programme of events and activities which promote the understanding of the democratic process through active participation.

If this prospect excites you, we want to hear from you!

Title: Senedd Internship – Engagement Team

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

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

Service: Engagement

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 a 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, community workshops etc.

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.

About us:

The Engagement Team's work aims to increase the public's understanding of and interest in the work of the Senedd. We do this by delivering a variety of services, such as tours, education workshops, events and exhibitions that are held on the estate in the Senedd and Pierhead in Cardiff Bay, and in communities across Wales.

As an intern in the Engagement Service, your training will involve learning how to support the delivery of engagement sessions from concept to evaluation.

The majority of your placement will be within the Events team, which plays a key role in engaging the public in the Senedd's work. The team leads on activity that showcases the Senedd as a focal point of Welsh public life, both as a building and an institution. We strive to engage communities across Wales, engaging diverse audiences to increase their levels of understanding of the Senedd's work, and how they can get involved to use their voice.

We will train you in how to play an integral part in managing and delivering a dynamic and professional programme of events and activities. These promote understanding of the democratic process through active participation, and include the delivery of in person, hybrid and virtual events on the Senedd estate and in the community.

Developing relationships with others in Engagement Services and in the wider organisation, including Members and their support staff, the successful candidate will improve their interpersonal skills and the ability to liaise effectively and professionally with different audiences.

You will also have the opportunity to explore roles within the wider Engagement service including the Education and Citizen Engagement Team, and our Visitor Experience and Outreach teams.

By the end of the internship, the successful candidate should acquire the skills necessary to manage multiple projects in an effective way and lead on events and campaigns.

Key Training Exercises

- Learn how to plan, design, deliver, and evaluate engagement programmes that showcase the Senedd's work across Wales, and celebrate diversity and inclusion.
- Learn how to lead on and deliver events and campaigns which will teach you effective communication and how to liaise and co-ordinate with supporting teams and Service Areas. You will also learn how to provide Event Management advice and assistance to other departments and organise multiple events simultaneously.
- You'll learn how to explore opportunities for the Senedd to be represented in events across Wales in a way that is innovative, engaging and impactful.
- You will be trained in how to support the department's work in planning activity.
- Gain experience in the delivery of major events such as homecomings, official openings, and any such event that positions the Senedd as a focal point and at the heart of Welsh civic pride.
- Learn how to support others in the Events and Engagement team 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 the events programme.

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.

Criteria:

1. Event Management experience including developing, implementing and managing events and other engagement activities.
2. Experience of working effectively with groups, and individuals to engage communities.
3. Excellent oral and written communication skills with the ability to provide the best service to a wide range of customers.
4. Excellent organisational and planning skills with the ability to prioritise multiple and varying tasks to competing deadlines.

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

Progressing in delivering results to customers

- Aim to manage the progress and delivery of projects with guidance in line with desired outcomes
- Seek opportunities to improve levels of service with support and actively seek feedback on the service provided to develop a high-quality service.

Aspiring leadership

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

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

Interviews will be held virtually using Microsoft Teams.