

Ymlaen

Frequently Asked Questions

The Senedd Commission (Senedd) has partnered with the Windsor Fellowship to launch a new internship programme, offering four opportunities to individuals from a Black, Asian or Ethnic Minority background.

The Senedd is committed to attracting talent from a wide range of backgrounds and recognises the value in reflecting the diversity of the Welsh population.

The internship programme is a great way to gain paid work experience in an exciting and unique environment at the heart of Welsh democracy.

About the internship

We are offering a paid, 12-month training internship for four graduates from a Black, Asian or Ethnic Minority background. You can choose to apply for placements within various areas across the organisation.

Although the internship does not offer or guarantee a substantive role at the end of the 12-month period, the aim is for you to develop the skills and gain the experience required for a role within the Senedd Commission or elsewhere.

Training at the Senedd means you will be at the heart of Welsh politics, developing your skills and knowledge on how to best navigate and assist a busy and exciting workplace where Wales' 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.



The Programme

What is the Senedd Internship Programme?

The Senedd Internship is an exciting 12-month training programme for graduates who identify as Black, Asian, or Ethnic Minority. During the training programme, interns will not only gain an insight into how the Senedd Commission operates and supports the parliamentary business of the Senedd Members, but will also learn the skills, abilities, and competencies that will enable them to confidently apply for roles within the organisation or elsewhere.

Why are only those from a Black, Asian and Ethnic Minority background eligible to apply?

The Senedd Commission's publicly available annual Diversity and Inclusion reports have shown that our workforce is underrepresented in terms of those who identify that they are from a Black, Asian or Ethnic Minority background, especially at more senior levels. Colleagues who identify as being from a Black, Asian, or Ethnic Minority background are concentrated at the more junior roles within the organisation - 81% of staff who identify as Black, Asian, or Ethnic Minority are in the two lowest pay bands. This structural distribution also contributes to the Commission's ethnicity pay gap, which is notably larger than the recent Wales-based ethnicity pay gap figures. The purpose of this scheme, and why those who are from a Black, Asian, and Ethnic Minority background are able to apply, is so that the Senedd Commission can continue to actively address the two aforementioned perceived barriers faced by the Black, Asian, and Ethnic Minority communities.

What is Windsor Fellowship's involvement / role in the programme?

The Senedd is partnering with Windsor Fellowship to attract, source and shortlist the candidates applying to the Internship Programme. They will also provide you with pastoral and interview support from the point of application. Post offer they will provide leadership training, pastoral mentoring and support during your internship at the Senedd.

When is the application deadline?

4 November 2024 at 11.59PM (GMT). We recommend submitting your application earlier than the deadline time to mitigate for any technical issues.

What are the Insight Sessions and how do I sign up?

The Insight Sessions will be run virtually and allow prospective candidates the opportunity to submit questions about the programme and learn more about the Internship. The Sessions will be facilitated by the Windsor Fellowship and [sign up here](#).

ELIGIBILITY

Who is eligible to apply?

To be eligible for the internship, you must meet the following criteria:

- You have the right to work in the UK without restrictions. Please note that the Senedd does not sponsor work visas
- You are living in Wales
- You are from a Black, Asian or Ethnic Minority background

- You are a resident in the UK or Ireland for a minimum of three years (this is a requirement to undertake National Security Vetting)
- You are a university graduate by the time the scheme starts
- You are available to take part in the Internship from January 2025 to December 2025

Can I get a job after successfully completing the programme at the Senedd?

The Senedd Commission does not guarantee a job at the end of the Internship. However, the purpose of the Internship is to give you a bespoke, vocational placement that will develop your skills, abilities, and competencies, which should increase your chances of securing a role at a more senior position either in the Senedd Commission or any other organisation.

Is my degree choice important?

You do not have to have a specific university degree to apply for any of our four Internships. If you have a degree in a subject/topic similar to the Internship you are applying for, that might provide you with some prior knowledge of what you may encounter during your time with us, but it does not matter if you do not. This is a graduate offering, and so the eligibility criteria states that you must be a university graduate by the time the scheme starts (January 2025) – we will not take into account the subject/topic of your degree, nor the level of qualification you attained.

Do I have to be a resident in Wales to be eligible for the programme?

You do not need to be Welsh to apply for the scheme, but you do need to be living in Wales to be eligible.

I don't have relevant work experience will that hinder my application?

The Internship is designed for people who have recently graduated university, or have graduated and have already spent some time in the world of work. You do not need to have any prior knowledge or experience to apply, and a lack of relevant work experience will not negatively impact your application.

What does the selection process entail?

The selection process aims to assess all eligibility requirements and critical skills that will enable your success in the programme.

- **Stage 1** – Complete online application form
- **Stage 2** - Successful applicants will be invited to attend a virtual Assessment Centre with the Windsor Fellowship consisting of a presentation and interview.
- **Stage 3** – Final stage virtual interview with the Senedd team
- **Stage 4** – Senedd to select and inform successful Interns.
- **Stage 5** – Onboarding and security vetting process (all offers are dependent on completing the security clearance)

What is the security clearance process? What documents do I need to provide and when?

The first part of the process is the Senedd Commission Vetting Office ask the successful candidates to complete a Criminal Record Declaration form and provide a copy of photo ID (Passport / driving licence / bio metric card). The Senedd may also ask for the Right to Work identification at this point (if required). Once the Vetting Officer has conducted the initial check, the candidate will be invited to a vetting interview either in person or via Teams. Candidates can choose a date and time between Monday – Friday 08:30 – 16:00 for the interview, depending on the availability of the Vetting Office. The Vetting Office will liaise with Windsor Fellowship to understand if you have require any reasonable adjustments at this stage.

At the vetting interview, candidates must produce 2 proofs of address along with their original photo ID and any Right to Work documentation – candidates will be provided guidance on what constitutes as valid forms of identification. During the interview, the Vetting Office will explain the process for completing the online CTC / SC clearance application. If the interview is by Teams, the Vetting Office usually asks candidates to register with United Kingdom Security Vetting to ensure they have logged into the system and understand what is required to complete the application, or if in person the Vetting Office explains what is required to complete the application – candidates will be given Security Questionnaire -Hints & Tips to support you.

The Vetting Office will then explain how long the process takes and when they would be expecting the clearance to be returned so a decision can be made on whether or not clearance is granted.

I have a disability that means I would require adjustments to the recruitment process. What is the process for this?

- To ensure a fair and unbiased recruitment process the Senedd and Windsor Fellowship will do our best to accommodate any reasonable adjustments you may have due to your disability.
- When making your application please also complete the relevant section of your application to tell us what adjustments or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you're deaf, a Language Service Professional.
- The Senedd is an accredited Disability Confident employer, meaning that, if you meet the minimum criteria in the Application and Assessment Centre stages of the application process and have identified that you have a disability, you will automatically secure an interview with the Senedd. Interns will then be selected on their merits at the interview.
- If you are a successful candidate, you will be given an opportunity to discuss any necessary adjustments with our occupational health adviser, you will also be provided with a full display screen equipment assessment. Providing this information will help us to consider ways in which we can reasonably accommodate your needs.

During the Programme

If I am accepted, what will my experience look like?

- **Windsor Fellowship support** – Our partners, the Windsor Fellowship, will provide you with pastoral support throughout the programme.
- **Mentorship** – You'll receive coaching, mentorship and guidance from experienced Senedd employees and a pastoral Mentor from the Windsor Fellowship for the 12 month Internship.
- **Skills building** – You'll have the chance to develop and grow key technical, professional and leadership skills through training and development opportunities.
- **Career development** - You'll have exposure to career growth activities to help prepare for post-graduation careers.

More information

Who can I contact with questions?

- If you have a question please e-mail Bernadette Winney (The Windsor Fellowship): internships@windsor-fellowship.org We welcome questions in both Welsh and English.

Where can I learn more about what it's like to work at the Senedd?

- You can find out what the Senedd Commission employees think about working at the Senedd by checking out their latest [People Survey Report \(2023\)](#);
- You can also find out more about the Senedd Commission by [checking out their website](#);
- You can follow and tweet the Senedd on [X](#);
- You can have a browse through the Senedd's [LinkedIn](#);
- You can get the Senedd a like on [Facebook](#);
- You can follow the Senedd on [Instagram](#);
- You can read about different elements of the Senedd Commission and the business of the Senedd by checking out their [blogs](#).