

** Finalist Internship Job Description**

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| Company Name |  |
| Company Description | *NOTES: First impressions make a difference and can determine whether a student carries on reading. Use your opening paragraph to ‘hook’ the students on something about your company – why it is a great place to work, what are the benefits – or the job role that will make them want to find out more.* |
| No. of Employees |  |
| Contact Name |  |
| Address |  |
| Email |  |
| Telephone |  |
| Website |  |

|  |  |
| --- | --- |
| Vacancy title | *NOTES: Make sure this is attractive and as self-explanatory using language the student applying will relate to i.e. ‘Marketing Executive’ as opposed to ‘Advertising Assistant’.* |
| Closing Date | Sunday 12th February 2023  |
| Type of Opportunity | Workplace Internship / Virtual Internship  |
| Length of contract | 140 hours over 4 weeks *NOTE: These hours may be part funded by LU subject to criteria and availability. Can be longer if you wish to continue funding the student yourself.*  |
| Job Description | *Job Description – Provide a top line summary of responsibilities to give a flavour of the role – use descriptions of tasks that students and graduates will be familiar with and incorporate words that they may search for, for example specific skills (‘organised’) or areas of knowledge (‘engineering’). This will help increase your chances of gaining visibility and receiving applications.**Language - Be mindful of language used in the advert to ensure you appeal to all students, regardless of background. A diverse workforce is proven to be hugely beneficial to an organisation and attracting candidates is the starting point for that.* *Additional Information – Consider what else they may need or want to know – number of positions available, start date, length of employment if fixed term, location, salary, company website.**Benefits – Provide information about the position’s benefits, whether that is opportunities for training, career development, rewards or incentives.* |
| Person Specification(Essential) | *NOTES: Ensure the skills you list as ‘required’ are realistic in that a student or recent graduate will most likely possess them. You may need to consider course content. Also consider your culture and the attributes required in a candidate to fit in and feel comfortable in your organisation.* |
| Person Specification(Desirable) |  |
| Location | *NOTES: Please specify address / virtual internship*  |
| Salary | £1,350 (funding from University)  |
| No of posts |  |
| How to apply | *NOTES: Indicate what they need to submit (CV? Cover letter? Or application form) Plus where and who they need to apply to* |

Please email to **employer.services@lboro.ac.uk**

For Loughborough University's External Stakeholders Privacy Notice click [here](https://www.lboro.ac.uk/privacy/external-stakeholders-privacy/)

### [**ROLE AND RESPONSIBILITIES OF HOST ORGANISATIONS**](https://www.careers.ox.ac.uk/the-internship-programme-employer-info/#collapse1565226)

* Provide an accurate and reasonably detailed job description of the internship project(s) offered and the duties associated with it (them), including an overview of the skills required by ideal candidate(s)
* The internships should only be for Loughborough students who apply through the Loughborough Talent Match programme. If we are unable to find a suitable candidate, we shall advertise your role on our central careers portal where applicants will come direct to yourself.
* Interviews should be conducted, and direct contact established with potential interns once you have been introduced by the Talent Match Team.
* Provide the internship project as described (or an appropriate alternative project subject to prior discussion with the Talent match coordinator and the student(s)
* Provide intern(s) with an appropriate workspace and equipment necessary to carry out the internship project work. Virtual internships – please see relative guide.
* Designate a point of contact within the organisation, who will discuss practical arrangements with the intern before their arrival, supervise the intern(s), and act as the primary contact for communications with the University of Loughborough
* Comply with local health and safety obligations in relation to the internship(s)
* Provide evidence that your organisation’s insurance will cover potential liability that may arise from the internship(s)
* Provide feedback to the University by evaluating the intern(s) at the end of the internship through a case study
* Make any necessary and reasonable adjustments to accommodate interns in the case of disability or additional needs, in accordance with the Equality Act 2010
* In the UK we expect employers to abide by minimum wage legislation. The UK Government webpages have a [useful guide to the minimum wage policy](https://www.gov.uk/employment-rights-for-interns)

Further information available through <https://www.gov.uk/browse/employing-people>,

<https://www.gov.uk/guidance/national-minimum-wage-work-experience-and-internships>

I confirm that I agree with the guidelines mentioned above:

Name: Position:

Signature: Date: