



Programmes Intern - Sutton Trust Internship Scheme 2021-22

One-year, fixed term contract

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low- and middle-income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs. This is an exciting time to join the Sutton Trust as we look towards our 25th Anniversary year in 2022 and the important role we will play in the educational recovery effort in the wake of the COVID-19 pandemic over the coming years.

We do this through:

- **Evidence based programmes:** Our programmes support 5,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
- **Research:** Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
- **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

The Sutton Trust Internship Scheme 2021-22 will run from **Monday 6th September 2021 (Monday 22nd September for Programmes Intern(s)) to Friday 16th September 2022**. The Programmes Intern(s) will provide integral support to the Trust's Programmes team. Beyond this there will also be opportunities to learn about and support other teams as required and to learn how they fit together within the charity. The Programmes team covers a wide remit including programmes designed to increase access to universities, apprenticeships, the workplace and alumni relations. We also work with stakeholders such as teachers, parents and corporate partners. This internship is ideal for applicants who would like to broaden their experiences and develop a diverse range of skills. We have up to 2 roles available in our Programmes team.

Following a year of remote working, we are planning to move to a flexible blend of both office work and home working from September 2021, depending on future government guidance. Please note that interns may be asked to provide office cover on occasion.

Main duties:

- Supporting communications with beneficiaries, including managing the Trust's student and alumni facing email inboxes and telephone enquiries
- Providing support for applications to programmes and activities, including using central data systems, analysing and sharing data with internal and external stakeholders and marketing support
- Supporting Managers to coordinate logistics for programmes, activities and events both in-person and digital
- Supporting relationships with external partners such as universities, corporates and our Alumni Leadership Board
- Creating and updating content on our digital platforms Sutton Trust Online and Sutton Trust Alumni
- Working with our Communications Team to update and develop content on the Trust's website, marketing literature and newsletters

- Managing the Trust's student facing Instagram account, creating engaging content to promote our programmes, opportunities and alumni
- Updating the Trust's CRM system with necessary data
- Providing support to other teams as and when needed (for example, planning and delivery of programmes or other ad hoc projects)
- Other office-wide administrative tasks, including being first port of call for enquiries about the Trust's work
- Other duties as necessary from time to time

Person Specification

We are looking for an individual who:

- Is sympathetic to the aims of the Trust and its mission to improve social mobility in the UK
- Has an interest in the education or not for profit sectors (knowledge of the UK higher education system is helpful, but not essential)
- Can prioritise when working to multiple deadlines in a fast-paced environment
- Has excellent verbal and written communication and strong analytical skills
- Is personable, flexible and discreet; able to fit in to a small team
- Has a high degree of initiative and the ability to take responsibility for small projects with support
- Demonstrates excellent attention to detail
- Can adapt to different situations
- Enthusiasm for and experience using social media to promote events and activities
- Has a high degree of enthusiasm and a desire to learn and gain new experiences through working in a busy environment
- Is eligible to work in the UK*

Terms of Appointment

- Salary: London Living Wage (currently £10.85/hour)
- Contract: One year, fixed term
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday
- Annual leave: 27 days per annum plus bank holidays
- A DBS check will be required
- Additional: The successful candidate will be invited to join the Sutton Trust's contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution.
- Benefits include a Cycle to Work scheme, season ticket loans, and an employee discount scheme.

Safeguarding statement

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

To apply



Please download the candidate application pack from our website, complete the application form (equal opportunities monitoring form is optional), and submit it to jobs@suttontrust.com.

The applicant pack includes:

- Job description and person specification
- Application form
- [Equal Opportunities Monitoring form](#) (optional)
- Application guidance

Applications should reach us by **9am on Monday 26th July**, with interviews to be held on Tuesday 17th and Wednesday 18th August. Unfortunately, due to the large number of applications we receive, we will not be able to provide feedback to candidates who are not invited to interview.

Please note that interviews will be held over Zoom.

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised (there is space to do this on the application form).

Any questions?

On Friday 16th July, our current interns will be answering some questions on our Instagram page (@sutton_trust) about what it's like to work at the Sutton Trust. If you would like to ask a question, please email jobs@suttontrust.com by 5pm on Tuesday 13th July. Please note we may not be able to answer all questions submitted. We will also be publishing a blog about our internships, so keep an eye on our [news page](#) for further details.

If you require any materials in an alternative format, or have any other questions, please get in contact with us on jobs@suttontrust.com.

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](#).

*Please note that we are unfortunately not a licensed visa sponsor.