**Graduate Internship Programme – Job Description**

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| **Job title** | Consultancy Development Project Coordinator (Knowledge Exchange) |
| **School / Department** | Department of Research and Enterprise Operations |
| **Line manager who the intern will report to** | John Charlton |
| **Is this role hybrid working or permanently onsite at UWL?** | On-site SMR Campus |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Help shape the consultancy offer for our growing expert research base at UWL. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by a line manager from the Department of Research and Enterprise Operations.  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the Knowledge Exchange Team policies and procedures and of the wider University, in order to make a positive contribution to the team and the Department of Research and Enterprise Operations.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Project supervision experience: Take a meaningful role in forming a project delivery plan. From formulation to execution phase before your internship completes. * Network and collaborate with research across every academic school at UWL * Marketing and communications experience: Help shape how the consultancy offer from researchers is positioned to target markets * Business and sales development experience: Apply account-based approach to pilot and soft launch consultancy offers on behalf of academic schools. |

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| **Key areas of responsibility** |
| Key projects this role will support cover the further development of consultancy piloting new initiatives, administering knowledge exchange project tasks led by academic members of staff and helping the KE team in efforts to increase the number of consultancy projects between the universities and businesses.  The role will also be assisting with the development of the university business engagement visibility (through website, professional social networks and short-form content development) and assisting with the delivery of knowledge exchange workshops for academic and professional staff. |

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| **Skills/knowledge required** |
| The successful graduate will have skills to support administration, project support, events, assisting with the dissemination of information to diverse audiences, and working effectively with colleagues across the university as part of the knowledge exchange and business engagement team. |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024