**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Graduate Research Assistant (YEF1) |
| **Organisation** | Young Ealing Foundation |
| **Line manager who the intern will report to** | Lamise Hassan |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid between office in West Ealing and home |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| The Young Ealing Foundation is seeking a research assistant to research opportunities, data and impact statistics to support our work in providing the best opportunities for children and young people in Ealing.  |

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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 post is to provide support for ongoing research projects in the Young Ealing Foundation.The post-holder will assist with planning and coordination of research studies and will be involved in data collection, analysis, and support for some of the administrative aspects of the research e.g., preparation and distribution of research materials.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** |
| * Knowledge & understanding of the voluntary, community, social enterprise and faith sector (VCFSE)
* Charity management
* Impact measurement
* Website administration
* CRM & Database Management
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| **Key areas of responsibility** |
| * Researching Ealing based opportunities for children and young people and uploading them onto our website directory
* Assist with data collection and entry into our CRM system (Salesforce)
* Assist in the design of data collection tools and conduct of data collection methods to feed into YEF’s wider impact measurement framework
* Assist with the analysis of qualitative and/or quantitative data and contribute to the dissemination of findings e.g., writing internal project reports
* Researching and analysing local datasets, resources, reports etc and compiling them for ease of access on the YEF website
* Any other duties reasonably requested of the post-holder.
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| **Skills/knowledge that would be desirable** |
| * Passion for supporting children and young people, and affecting positive change in the local community
* Good at building relationships and getting on with people
* Flexible, adaptable work ethic and willing to pitch in to help in a variety of tasks
* Comfortable using MS office products, with any additional technical experience (web design/maintenance, CRM systems, design software etc) a bonus
* Basic understanding of research methods
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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