

## NCVO Internship – Public Services Team



### **Job description**

This is a rare opportunity to work right at the heart of the voluntary and community (not-for-profit) sector at a time of challenging upheaval and reform.

You will work as a part of the Public Services Team within the National Council for Voluntary Organisations, informing and engaging our 8,500 member organisations around public service reforms and the Big Society agenda.

### **As a part of this small team, you would be expected to:**

- \* Develop expertise on key policy, and produce research, written copy and play an advisory role both within NCVO and for our wider membership
- \* Assist in designing and managing a national seminar series on public service reform
- \* Commission, write and manage web content
- \* Work collaboratively with NCVO's Policy, Research and Foresight Team
- \* Represent NCVO externally at national policy meetings

### **This exciting role will give you opportunity to:**

- \* Develop research and writing for a national audience, including Government, at a time of significant policy change
- \* Enable you to work within a close and supportive team environment
- \* Give you the chance to work on events, web copy, policy, commissioning new resources, and speak at public meetings
- \* Collaborate with passionate voluntary organisations up and down the country

The post is based at NCVO in Kings Cross, London.

### **About NCVO**

NCVO was established over ninety years ago, and is the largest and most prestigious representative organisation for England's voluntary and community sector. We support and represent over 8,500 member organisations, as part of which we are one of the Government's Strategic Partners.

## Person requirements

### Essential:

- \*Candidates must have experience of volunteering or working in frontline voluntary and community organisations or public sector services. Candidates must have an appreciative knowledge of the breadth and diversity of the voluntary and community sector.
- \*Candidates must be able to demonstrate excellent verbal and written skills.
- \*Candidates must be able to demonstrate achieving to deadlines, independent working, and effective working within teams.
- \*Candidates must be able to undertake and collate qualitative research, and to apply that research in written policy argument.
- \*An interest in public service reform (though not necessarily politics) is essential.

### Desirable:

- \*Candidates should ideally have experience of working within an office environment.
- \*Candidates should ideally have experience of producing and managing web copy.
- \*Candidates should ideally have experience of marketing and event and budget management.
- \*Confidence in public speaking and acting as a representative of NCVO.

### Academic qualifications

- \*University graduate.
- \*Or, if you can demonstrate proven commitment and understanding of the voluntary and community sector, your application will be welcomed.

## To Apply

To apply, please submit your CV and a covering letter to <mailto:fiona.sheil@ncvo-vol.org.uk> by 2pm Friday 8th April 2011.

Please make sure in your covering letter to list your achievements against each of the Person Requirements marked above as 'essential'

Contact Fiona Sheil on [fiona.sheil@ncvo-vol.org.uk](mailto:fiona.sheil@ncvo-vol.org.uk) before 31st March if you have questions. For further details on NCVO please go to <http://www.ncvo-vol.org.uk> or for information on the Public Service Delivery Network, go to [www.ncvo-vol.org.uk/psdnetwork](http://www.ncvo-vol.org.uk/psdnetwork)