

AMOSSHE Placement

Job title: Policy and Research Intern

Duration: 3 months

Hours of work: Full-time, 37.5 hours per week

Location: Hybrid (see further information).

Reports to: Senior Policy and Research Officer

To apply: Email a CV and brief introduction to Emma Maslin, Senior Research and Policy Manager info@amosshe.org.uk

What will I gain from this placement?

As the Policy and Research Intern, you'll design and deliver an original research project about a live policy issue in English higher education. The project will explore how higher education providers are responding to new regulation and/or policy, to inform and influence wider sector policy and practice. The topic of the project will be responsive to the current contemporary higher education policy landscape and sector need, although it will centre on a topic which affects Student Services professionals. This may be harassment and sexual misconduct, student mental health, disability, and so on.

With the support of the Senior Policy and Research Officer, you'll take the lead in designing and delivering an original research project, gaining insight into the work of a policy professional. You'll produce a report that'll inform and support the work of senior higher education practitioners across the UK. The opportunity to present the research findings at an AMOSSHE professional development event will develop your experience in communicating research to a practitioner audience.

Alongside the research project, you'll gain insight into policy development within higher education from engaging with stakeholders across UK government, higher education regulatory bodies and other influential sector organisations. This opportunity will enable you to build professional networks and gain exposure to careers outside of academia.

Job role

Key responsibilities:

- Work closely with the Executive Director and Senior Policy and Research Officer to conduct, analyse and deliver original research on how Student Services professionals are meeting new regulations and/or policy.
- Analyse surveys, reports and literature and summarise findings for dissemination to AMOSSHE members.

- Present findings from the original research at an AMOSSHE professional development event to delegates.
- Attend meetings with sector stakeholders to gain knowledge of policy development in higher education.

Interpreting data and research:

- Undertake sector research, analyse data and report on findings to be contextualised in relation to the higher education policy landscape.
- Interpret and present the findings of research and data to AMOSSHE members in a manner that enables them to understand the key elements that impact them and their work in Student Services.

Presenting at a professional development event:

- Work with the Executive Director and Events and Partnerships Officer to design a session based on the original research to present at a professional development event.
- Actively represent the organisation at other professional development events, where appropriate, alongside other National Office colleagues.

Policy and representation:

- Assist in the preparation of written reports, presentations and information for internal and external stakeholders.
- Represent AMOSSHE on internal and external groups and meetings where appropriate.

General:

- Active contribution to a professional team.
- Maintain motivation while working with minimal supervision, and demonstrate independence.
- Any other duties on behalf of AMOSSHE as may reasonably be required.

Further information

Location of employment:

The National Office team works in our central London office on Tuesdays and Wednesdays. We're keen for this opportunity to be offered to anyone in the UK, and the internship is open to a flexible working model to account for travel and caring responsibilities. Though, please note there'll be set dates that we'll expect the intern to prioritise to attend in-person meetings in the London office.

Right to work in the UK:

Whilst we welcome applications from home and international students with UKRI PhD funding, you'll need to ensure that this role will be compliant with any visa requirements you may have.

