

## CaSE Policy Internship

### Full time or Part time

**£30,000 annual salary pro-rated according to hours/length of internship.**

The Campaign for Science and Engineering (CaSE) is the UK's leading independent advocate for science and engineering. Our mission is to ensure that the UK has the policies, funding and skills to help science and engineering thrive. Collectively our members employ 360,000 people in the UK, and our industry and charity members invest £35bn a year globally in R&D.

Our policy and advocacy work focuses on areas of shared interest across our membership under headings; investment, people & skills, research system, political engagement and public opinion. <https://www.sciencecampaign.org.uk/what-we-do/>

CaSE is an independent, non-partisan charity funded entirely by our membership.

We're looking for someone to join our team who will gain experience in policy and public affairs, events and communications. The role would be line managed by the Director of Sector Engagement and work closely with our Policy Officer as well as interacting closely across the CaSE Team. There will be opportunities for interns to widen their experience of all aspects of CaSE's policy work and to develop their skills in other areas, for example through political monitoring, writing for our blog and supporting our policy events.

CaSE is a small organisation with big impact. It is fast-paced, fun, and operates at the highest levels of politics, business, academia and the media. Everyone at CaSE gives their all and we look to our intern candidates to do the same. In return, our interns benefit from the opportunity to experience everything we do first-hand and make a big contribution to a small team. We encourage our interns to develop as much as they can in an environment with unrivalled access and opportunity.

We're looking for someone who can undertake a six-month internship starting on a date to be agreed in the winter 2023/24. We are flexible as to whether the internship is part-time or full-time.

Please email Henry Gates at [henry@sciencecampaign.org.uk](mailto:henry@sciencecampaign.org.uk) if you have any questions. Information on how to apply is provided below. The deadline for applications is **midnight on 17<sup>th</sup> November 2023.**

### **The successful applicant will have the opportunity to be involved in the following aspects of our work:**

- Policy project: Be involved in the scoping, researching or writing of a policy report or briefing. This will involve wide, high-level engagement with CaSE's broad base of member organisations including companies, universities, professional bodies and research charities, for instance through one-to-one meetings, roundtable discussions or workshops, and online consultation. Our current policy project is on the [Environment for Business R&D.](#)

- Policy team: Supporting CaSE's wider policy work, for instance through briefing the Director, contributing to and writing consultation responses, political monitoring, providing timely analysis of new reports and data, representing CaSE on sector groups or events, and writing content for CaSE's website.
- Supporting the work of the wider CaSE team, including representing CaSE at external events, talking to the benefits of CaSE membership to interested organisations, and explore opportunities to use CaSE public opinion work in new ways.

### **We are looking for candidates who:**

- Have a demonstrable interest in science policy and passion for improving the health of UK science and engineering,
- Have excellent written and oral communication skills,
- Ability to take initiative and work independently, and willingness to contribute to the smooth running of a small team,
- Highly organised and able to prioritise competing demands,
- Will be a good ambassador for CaSE when engaging with our members and collaborators through their personable style, courtesy and professionalism.

### **More information:**

Successful applicants will be eligible for leave and pension contributions during the period of the six month contract. We will endeavour to be flexible should you need to attend job interviews during your employment with us, and you will have a three-week notice period.

Full details about CaSE, our work, and our communications to policy-makers can be found at [www.sciencecampaign.org.uk](http://www.sciencecampaign.org.uk).

CaSE welcomes applicants regardless of ethnic background, gender, age, sexual orientation, disability, religious belief or lack thereof, or marital status. Our full statement on EDI can be found on [our website](#).

The successful candidate must be eligible to work in the UK.

### **Application process**

The deadline for applications is **midnight on 17<sup>th</sup> November 2023**. To apply, please email [recruitment@sciencecampaign.org.uk](mailto:recruitment@sciencecampaign.org.uk) with:

- Your curriculum vitae
- A one page covering letter outlining why you want the job, why you think you would be good at it, what experience you have and why it's relevant. Please include attributes or skills beyond those specified that you think would benefit the organisation and explain why.
- The names and contact details of two referees.
- If you need any adjustments to the application process, please let us know.

Interviews will be held in **the week commencing 27<sup>th</sup> November** at the CaSE office space in central London. It may also be possible to conduct interviews by Teams. There may also be the possibility of second interviews.