



**Job Reference Number:** UOS014640

**Job Title:** Graduate Intern (Public Engagement Coordinator)

**Contract Type:** Fixed-term for 6 months

**Faculty:** Faculty of Science

**Department:** Department of Psychology

**Location:** Cathedral Court

**Salary:** Grade 3  
£16,289 per annum

**Closing Date:** 4th November 2016

### **Summary:**

Help the Department of Psychology engage with the public. Our vision is to arrange, promote, run and record a series of "TED"-style talks for Psychology at Sheffield. These will be our chance to reach hundreds of college age students - both those in our majority recruitment demographic and those from under-represented backgrounds.

The post will require working with the Department's Director of Public Engagement, Tom Stafford, with the University's Public Engagement with Research unit, with existing outreach and schools programmes at the University, and with staff working on Widening Participation. In addition to the logistics of event planning you will also have responsibility for advertising and promotion of the events, as well as other Departmental activities, across traditional and social media.

The ideal candidate will be enthusiastic for what Universities can offer society, and vice versa. You will have an appreciation of the concerns of applicants to the University - especially those from "widening participation" backgrounds - and be capable of keeping track of a complex set of tasks. In this internship you will learn to organise and promote large events, to put scholarship in a wider context and see how issues in people's everyday lives connect to the work we do in the Department of Psychology. You will practice writing in an engaging and accessible way and get to work with people across the Universities and the region.

The Graduate Internship will offer you a six month paid placement where your work will focus on a specific and defined project. You will be supported throughout your internship and will benefit from a detailed induction and a development programme.

You must have graduated from an Undergraduate course from the University of Sheffield within the last academic year. It is important that you possess excellent IT, communication and interpersonal skills and are confident working within a team and on your own initiative.

For enquiries into specific posts please refer to the details within the About the Job document. For queries of a general nature relating to Graduate Internships within the University please email [graduateintern@sheffield.ac.uk](mailto:graduateintern@sheffield.ac.uk).

The closing date for applications is Friday 4 November 2016 and all internships will start on 3 January 2017, or as soon as possible thereafter. Your Higher Education Achievement Report (HEAR) will be shared with members of the recruitment panel, as supporting evidence of your university achievements. If you do not wish for your HEAR to be shared, please contact [share@sheffield.ac.uk](mailto:share@sheffield.ac.uk) by Friday 4 November 2016.

Please note that this post is not eligible for sponsorship under Tier 2 General Points Based System.

You can view the supporting documentation by clicking on [About the Job](#) and [About the University](#) located near the top of your screen.