

Job Description

External Affairs Intern

Job Details

Job title	External Affairs Intern
Job purpose	To support UKAS's role as the National Accreditation Body; supporting public policy, working with government departments, agencies and regulators, parliament, devolved administrations and other UKAS stakeholders.
Job location	Office based (with hybrid working option)
Reports to	External Affairs Manager
Qualifications	+ Studying for an undergraduate degree in Politics, International Relations, Public Affairs, Public Relations or other relevant course.
Essential criteria	+

Dimensions

Line management	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Budget holder	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Job Purpose

Core responsibilities	<p>Working with the External Affairs Director, External Affairs Managers, External Affairs Advisors and other relevant UKAS staff, to support:</p> <ul style="list-style-type: none"> + The delivery of UKAS's engagement programme, designed to raise the awareness and profile of accreditation, with government departments and agencies, devolved administrations and other UKAS stakeholders. + Development, maintenance and distribution of public policy intelligence, using political monitoring mechanisms such as Hansard, social media, contacts in trade and consumer bodies,
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	<p>news sources and events.</p> <ul style="list-style-type: none"> + Development of UKAS’s messaging and communications material, including social media posts and case studies. + The formulation and submission of UKAS’s responses to government and other stakeholder consultations. + Delivery of ad hoc research projects gathering evidence on the value of accreditation. + Representation of UKAS in external meetings and events. + Organisation of and attendance at small and large engagement events for UKAS.
Non-core responsibilities	<ul style="list-style-type: none"> + Ad hoc tasks and duties as required.

Signature of job holder:			
Name:		Date:	