

London Prosperity Board Intern

Programme/Section	Institute for Global Prosperity
Salary (inclusive of London allowance)	£10.13 per hour
Reporting to	Professor Henrietta Moore
Duration	6-8 weeks initially
Hours of work	3 days per week
Annual leave	
Probation period	

Background to post

The Institute of Global Prosperity is a multidisciplinary research and teaching institution that aims to re-evaluate the way we think about prosperity. We aim to transform how we make decisions, to challenge the evidence and reasoning on which our decisions are made, and to develop new cultural, legal and policy tools we have at our disposal. The IGP is part The Bartlett, UCL's global faculty of the built environment. As the Institute expands its staff and student numbers, we are looking to appoint a Communications Intern to support the work of the Institute's Projects and Communications Officer.

Duties and responsibilities

The London Prosperity Intern will be part of the team that reports directly to the LPB lead, Saffron Woodcraft and to the Institute's Director, Professor Henrietta Moore. The post holder will complement the work of the LPB team.

The duties are as follows:

Project support & administration

- Co-ordinate quarterly Board meetings and Working Group meetings (e.g. book meeting rooms, catering, circulate agenda and papers, co-ordinate with speakers)
- Keep LPB contact lists up to date and manage comms with LPB members
- Manage website updates for LPB with IGP comms team
- Minute the quarterly board meetings

Research

- Desk research (e.g. indicator reviews, literature reviews, staying up to date with relevant indices, managing neighbourhood statistics for pilot sites)
- Assisting with research planning (e.g. setting up interviews and group discussions for qualitative research, coordinating with household survey provider)
- Helping with qualitative data collection

- Co-ordinate with Engineers without Borders re data collection app

Community researchers

- Co-coordinating recruitment and training of community researchers (e.g. promoting the vacancies through networks, scheduling interviews, sending out briefings, scheduling meetings, setting up training, sorting out ID)
- Helping to coordinate time sheets and expenses for CRs

General

- Helping to prepare presentations and papers
- The intern will be based mainly at IGP but meetings and activities will also take place at other locations in East London
- The intern will be expected to carry out other tasks as requested by the Director of the IGP

Person specification

The successful applicant must have excellent organisation, verbal, written communication, and interpersonal skills. They ought to have experience conducting desk research. They must be a self-starter who shows initiative and a willingness to adapt to the needs of the project. The applicant ought to have an interest in East London. Desirable experience includes experience using secondary data sets and doing statistical analyses.

The successful applicant will start as soon as possible.

Deadline: 12pm, 6 March

How to apply

Please send a CV and a short cover letter to Saffron Woodcraft
[saffron.woodcraft.11@ucl.ac.uk]

Background Information

The [Institute for Global Prosperity](#) (IGP) is an institute at University College London dedicated to creating a prosperous global future for all. It does this by building new partnerships and ideas using innovative mixed methods that draw together multi-disciplinary academic thinking with social and technical innovation to improve our evidence, reasoning and decision-making about how to build a globally prosperous future. With these insights, IGP works with communities and a range of partners to challenge assumptions, reframe questions and develop new approaches.

Full UCL terms and conditions for Research and support staff
http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php

