

JOB DESCRIPTION

JOB TITLE **SCI Graduate Intern**

Department	Business Development
Line Manager	Head of Strategic Partnerships
Direct reports	None
Work and job status	<ul style="list-style-type: none"> ▪ Fixed term: 12 months initially with possibility of extension. ▪ Location: Normally based at SCI, Belgrave Square, London however currently home-based due to COVID-19 restrictions.
Main purpose of job	To work across all business areas related to SCI activity dependent on business need. This may include research, website and digital communications, support relating to membership, group and committee activities, or project coordination.
Principal accountabilities	<p>The post holder will provide support for activities related to various areas of the business dependent on business need. This will provide the post holder with a range of experience and give excellent exposure to multiple business areas and skills.</p> <p>Corporate Member support and administration</p> <ul style="list-style-type: none"> ▪ Generation of quotes, agreement paperwork and introductory presentations to support the Corporate Membership engagement process. ▪ Review SCI activities and work with Corporate Member contacts to engage the organisation in SCI activities and events. ▪ Analyse historical and current involvement in SCI events and activities to identify opportunities for future Corporate Members. <p>Membership growth</p> <ul style="list-style-type: none"> ▪ Attend events run by, or of relevance to, SCI to promote SCI membership and activities. ▪ Highlight benefits of SCI membership, and ways to join and participate in communication with any non-member individual or organisation. <p>Project support</p> <ul style="list-style-type: none"> ▪ To support or manage existing projects and initiate and deliver new projects. <p>Committee support</p> <ul style="list-style-type: none"> ▪ Provide support for SCI Groups and committees to help them to achieve their aims. ▪ Support the set-up of new committees providing practical support along with seeking new participants to take part. <p>Research and analytics</p> <ul style="list-style-type: none"> ▪ Carry out research related to companies, sectors or projects of relevance to SCI. ▪ Gather statistics or review data relating to SCI areas of business and draw conclusions to support and inform project progress.

	<ul style="list-style-type: none"> Prepare presentations and documents to communicate outcomes of research to varied audiences. <p>Event support</p> <ul style="list-style-type: none"> Work with SCI committee project teams or committees to set agendas for events. Provide project management to oversee event activities with support from conference and marketing teams. <p>Reporting</p> <ul style="list-style-type: none"> Provide routine reports to update on your activities and areas of responsibility in line with SCI guidelines. <p>General/additional tasks</p> <ul style="list-style-type: none"> Undertake such other duties as may be assigned by the Manager.
Performance indicators	<ul style="list-style-type: none"> Timely delivery of activities Accurate use of SCI brand Accuracy of work e.g., information provided, records kept etc.
Working relationships	<ul style="list-style-type: none"> Internal: CEO, managers, committees (via group committee support contact) and all other members of staff External: SCI members, Corporate and Academic prospects, agencies and suppliers
Freedom and constraints	Self-directed in agreement with objectives agreed with line manager.
Planning and organisation	Plan, implement and measure outcomes of initiatives and projects under guidance from Manager.
Knowledge, skills and experience	<p>Essential</p> <ul style="list-style-type: none"> Degree or equivalent experience in an organisation related to physical or life sciences, or engineering A creative approach to challenges and opportunities Pro-active approach to work Able to work alone or as part of a team Excellent written and spoken English; ability to produce copy for marketing collateral Excellent knowledge of Microsoft Office software Ability to learn new processes and ways of working quickly Highly organised Good telephone manner Excellent communication skills Interest in working in a varied, customer facing role in a scientific organisation <p>Desirable</p> <ul style="list-style-type: none"> Project management experience Knowledge of Adobe InDesign, CRM/CMS software Experience of coordinating events