

JOB DESCRIPTION

JOB TITLE 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 SCI staff are currently working a minimum of 2 days per week in the office and the remainder at home.
Main purpose of job	To work across 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 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 deliver new projects. <p>Committee support</p> <ul style="list-style-type: none"> ▪ Provide support for SCI Groups and committees to help them achieve their aims. ▪ Support the set-up of new committees by providing practical support along with seeking new participants. <p>Research and analytics</p> <ul style="list-style-type: none"> ▪ Carry out research on companies, sectors, or projects of relevance to SCI. ▪ Gather statistics or review data relating to SCI areas of business and draw conclusions to support project progress.

	<ul style="list-style-type: none"> Prepare presentations and documents to communicate outcomes of research to various audiences. <p>Event support</p> <ul style="list-style-type: none"> Work with SCI committees to set agendas for events. Oversee event activities with support from Conferences 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 against objectives agreed with 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"> BSc (Hons) in a STEM subject Good presentation skills Self-starter and able to work to tight deadlines Credible and personable, with the ability to build relationships with stakeholders Strong association with the objectives of the Society Team player with an enthusiastic and proactive approach to work Good analytical skills High degree of computer literacy, including MS Office A strong understanding of science and its importance to society <p>Desirable</p> <ul style="list-style-type: none"> Project management experience Knowledge of Adobe InDesign, CRM/CMS software Experience of coordinating events