



The Women in Public Affairs (WiPA) Executive Committee is looking to run its first Internship Programme.

WiPA Internship roles and responsibilities

- **Admin support**
 - Website maintenance - including keeping the website up-to-date, co-ordinating blog posts, and adding event write-ups.
 - Website modernisation - moving the old website onto the new platform.
 - Email support - keeping track of the WiPA inbox and forwarding relevant emails to the team.
- **Membership support**
 - WiPA membership audit - identifying those who receive bounceback emails and those who are inactive.
 - Engaging with members to improve our understanding of our network (in house v agency v student v other).
 - Option to also think of creative ways to engage with WiPA's membership.
- **Event support**
 - Opportunity spotting - researching potential partners for events.
 - Event attendance, including help with logistics and writing summaries (optional dependent on whether it is virtual vs in person).
 - Support WiPA's events team for larger-scale events - i.e. Christmas parties.
 - Ensure the events team is supported and has the extra resources around this busier time.

WiPA Internship Format

Based on resourcing requirements, we envisage the WiPA Internship Programme's hours would be: 3 days per week for 8 weeks, with an option to extend to 1 day per week going forward.

WiPA will pay the Real Living Wage (£13.15 per hour).

Should the successful candidate wish to be fully office based, it should be possible to arrange this via a WiPA ExCo member. Should travel to London be required, travel expenses can be covered for key WiPA events and an agreed number of office days.

About you

Our ideal candidate would be:

- A student, currently studying at university or for a vocational qualification, who wants a career in politics/public affairs after graduation. WiPA Internship Programme hours can be worked alongside studying and/or in the holidays.
- School leaver who is not at university yet or who is not planning to attend university and wants a career in politics/public affairs.
- Alternatively, an individual looking to change career and move into politics/public affairs.



The Intern can be based anywhere in the UK as the programme will be hybrid, with an option to attend WiPA events in person and shadow WiPA Executive Committee members in their offices for a day if the candidate would like to do so. We would encourage them to take up the shadowing opportunities, but this will not be compulsory.

This role is open to all genders.

How to apply

Send your CV and answers to the following two questions to rebecca@ihaveavoice.org.uk by 20th September.

1. Why would you like this internship with WiPA?
2. Provide us with an example of a time you've used your initiative and worked independently on a team project / goal.