



**Internships for Disabled People**

**Job Description and Person Specification**

**Background information**

Inclusion Scotland has received funding from The Equality Unit at the Scottish Government to set up 30 internships in areas of public life this year. This includes, but is not restricted to Local Government, Scottish Government, Health Boards, Public Bodies and Organisations that influence public sector employees such as membership organisations. The aim of this project is to provide quality paid work experience for disabled people to increase their skills, opportunities and professional networks. Through this process, host organisations will learn about supporting disabled people as employees and colleagues, increasing the diversity and experiences of people organisations that provide services to the public.

Internships are acknowledged as an important route into the world of work for people pursuing professional careers. Unfortunately, there has been a history of internships being offered as unpaid opportunities which benefit mostly wealthy people and those with few barriers to work. Our internships are paid and open only to disabled people. Previous interns have told us that coming into this programme openly as a disabled person meant that they felt relieved that the opportunity was inclusive. We hope that in the long term our work will help make the world of employment more inclusive with barriers for disabled people considerably reduced or completely removed.

Internships will enable interns to develop skills and knowledge that should improve their employability more generally. Interns will join the employing organisation, where they will carry out a designated project as detailed below. Giving you responsibility for the planning, delivery and evaluation of a piece of work will help you gain a variety of skills and experiences in work. There may also be some chances to shadow the staff team which could give you a better understanding of different work roles you might wish to pursue in your career beyond the internship. The exact content of each internship will vary, depending on the needs of the employer. The roles will be challenging but you will be supported by your colleagues to successfully carry out the work.

More information can be found in our applicant’s handbook.

Interns will receive support, as necessary, with Access to Work applications, reasonable adjustments, and any issue that might arise. We will aim to signpost you to services which can provide ongoing support to look for work beyond the internship, and we will encourage interns to be involved in our peer network and other activities relating to this work such as events, publicity and shaping the development of the programme.

**Eligibility**

**You must be disabled**

To apply you must have an impairment that means you are a disabled person as defined by the Equality Act 2010: someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal every day activities. (This includes sensory impairments).

**You must be unemployed or “underemployed”**

You might be out of work, or be in work that does not match your skills or education. Your current job might also not have enough hours (very part time or zero hours), or pay much less than you are qualified for. Current students can apply but they must be able to demonstrate how they would carry out an internship alongside their studies. Full time students should demonstrate how their current circumstances mean that they are “underemployed”.

* You must demonstrate a genuine need for the opportunity.
* There are no age limitations for our internships.
* Educational requirements will vary depending on the advertised roles, however we aim to be as flexible as possible. We recognise that there are barriers that disabled people face in education and employment, and that you may have life and work experience that prepare you for the role.
* You have the right to work in the UK. For Scottish Government internships, as for all United Kingdom Civil Service recruitment, candidates are required to meet certain nationality requirements. These are that candidates must be British or Commonwealth citizens, British protected persons, citizens of the Republic of Ireland or, in some circumstances, nationals of other European Community member states.
* Having a criminal record will not necessarily exclude you from the internship programme. Some employers will carry out disclosure and security checks, and some may have exemptions for people with criminal records. Please check each job description for guidance.

**Recruitment process**

Shortlisting will take place between Inclusion Scotland and the host employer. We aim to provide prompt, constructive feedback to applicants who are unsuccessful, although we hope to offer interview to as many candidates as we can where practical.

The application form gives you the opportunity to request reasonable adjustments for interview. It is natural to worry that these may be taken into consideration when we shortlist, but this is not the case! We like to know what we can do to help you have a fair and equal chance in your interview.

**Inclusion Scotland**

We are the grant holders for this project. Our role during the internship includes supporting interns and employers with disability related adjustments, facilitating peer support, carrying out monitoring and evaluation, and gathering learning to inform approach to inclusive employment.

Inclusion Scotland’s mission is ‘to ensure that policy affecting the everyday lives of disabled people in Scotland is informed by and reflects their views, so that the full inclusion of disabled people into all aspects of Scottish society can be achieved’. We work to promote understanding of the physical, social, economic, cultural and attitudinal barriers that limit disabled people’s everyday lives and we advocate action for their removal. We do this by providing information, capacity-building and carrying out policy work. For further information about us see: <http://www.inclusionscotland.org/> .

**Engagement Internship with Social Security Scotland Research Team**

**Payment:** Grade B1, approximately £26,995 per annum

**Accountable to:** Hayley Cross

**Contract:** 51 weeks full time (part time/job share or flexible hours also considered)

**Location:** The team is currently working from home. If this should change during the internship, you will be able to work at either of our offices:

 220 High Street, Glasgow G4 0QW **or**

Caledonian House, Greenmarket, Dundee, DD1 4QX.

Please note that under current guidelines we are unable to travel to carry out our research. If this guidance should change, this internship may involve travel to support research in various locations. The successful candidate must be willing to either travel using their own transport, or via public transport. We are happy to discuss ways in which candidates could be supported to make this possible. We will not expect anyone to travel while there are still public health concerns.

**Organisation profile**

The devolved government for Scotland has a range of responsibilities which include: health, education, justice, rural affairs, housing and the environment. Since 2018, the Scottish Government has also gained responsibility for the delivery of some social security benefits. Social Security Scotland is the agency responsible for the operation and delivery of these benefits. You can find more information about Social Security Scotland via their website: <https://www.socialsecurity.gov.scot/>

In 2020, a new team began work called the Charter Measurement and Client Panels research team. Client Panels are made up of individuals across Scotland who have applied for or received payment from Social Security Scotland. Client Panel members have volunteered to take part in ongoing research projects which will help design and improve the social security system in Scotland. The team carry out research with Client Panel members. The [Charter Measurement Framework](https://www.socialsecurity.gov.scot/reporting/publications/measuring-our-charter-2020-2021) is the way that Social Security Scotland measure how well they are meeting the commitments in [Our Charter](https://www.socialsecurity.gov.scot/about/our-charter). It involves research carried out with clients, staff and partner organisations every year.

The team includes social researchers and staff who work on communication with panel members, managing spreadsheets, and finance processes. For more on social research in Social Security Scotland see <https://www.socialsecurity.gov.scot/about/social-research>.

**Internship overview**

The purpose of the internship will be to support the social security research team in Social Security Scotland to deliver the Client Panels research programme.

The intern will work with social researchers in their research with Client Panels members and for the Charter Measurement Framework. This will involve tasks such as preparing newsletters for panel members, assisting with arranging research, managing and using spreadsheets, helping to draft summaries of research findings, taking notes in research interviews and proof reading research reports.

You will have the opportunity to apply and develop a wide range of team working and communication skills. The role will involve liaising with analysts such as social researchers, user researchers and statisticians, and other social security colleagues such as policy officers and service designers, as well as the panel members.

This is also a great opportunity to gain office experience in an analytical team.

**Main duties and tasks**

This role will involve most or all of the following:

* Communicating with panel members, e.g. sending research invitations out, developing newsletters and responding to queries via email and post.
* Supporting the feedback of research results and activities by managing quarterly newsletters to research participants.
* Support research carried out by research leads, for example: proof reading surveys, helping set up interviews, taking notes of sessions.
* Inputting into write up of research including proof reading reports, assisting with the production of summaries and helping setting up events to share findings.
* Helping to run and improve processes for the Client Panels, ensuring data protection rules are adhered to. For example: managing panel registration data and maintaining up-to-date records of members’ contact details.

**Person Specification:**

No specific qualifications are required for this role but a good standard of English and numeracy is essential.

You should demonstrate the following in your application:

1. Experience of using Microsoft Word, Excel and Outlook to produce written work that is clear, concise and accurate.
2. Good communication skills with the ability to write for and speak to people who apply for or receive Social Security Scotland’s benefits in a friendly and engaging way.
3. Ability to work well and flexibly as a member of a team.
4. Experience of organising and arranging meetings, note taking and production of accessible and engaging written materials.
5. Good attention to detail and ability to follow processes correctly.
6. Good planning and organisational skills including ability to balance different projects and prioritise own workload.
7. Have a clear need for the opportunity, and be able to show how it will help you overcome barriers to achieving your career goals. **(this is assessed in the sections motivation for applying, skills development, and current employment status.)**
8. Must define as Deaf or disabled which includes physical, sensory and mental impairments, autistic spectrum, learning disabilities, learning difficulties such as dyslexia or long term health conditions. **(You do not need to give details in the supporting statement unless you wish to. If you do, this will not be removed from the application before the shortlisting panel sees it.)**

**Additional Information**

If you would like to discuss this opportunity with the employer prior to submitting your application, please contact Hayley Cross at Hayley.Cross@socialsecurity.gov.scot

Completed applications to be forwarded by 10.00 a.m. Monday 13 December 2021 to Naomi Waite at interns@inclusionscotland.org