

### JOB DESCRIPTION

JOB TITLE: Management Intern (Engagement)

EVALUATION REFERENCE: SAGC4013

GRADE: 5

REPORTS TO: Programme Manager

### JOB PURPOSE

To provide support for the delivery of the Skills and Growth Company's work plan, in particular ongoing activity to stimulate economic development. Receiving development and coaching when working on the delivery of a range of projects to gain valuable experience in project management, business support, working in a political environment, stakeholder engagement and communications, research, analysis and interpretation of policy.

### PRINCIPAL RESPONSIBILITIES

- 1 Deliver activity to support the Programme Manager in delivering the Skills and Growth work plan.
- 2 Responsible for leading project support activity for Skills and Growth projects and responding to enquiries via email or social media and at face to face events.
- 3 Support the delivery of stakeholder engagement to protect and enhance the company's reputation e.g. attend public information events and answer enquiries.
- 4 Update and help maintain the company website, other publications or promotional material and maintain project records for audit purposes.
- 5 Contribute ideas that create efficiencies or improvements in delivering engagement activity for the company.
- 6 Monitor engagement activity to help assess engagement performance and effectiveness.
- 7 Work as a team to provide cover and support to other team members to ensure service delivery is maintained at all times.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

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## PERSON SPECIFICATION

<u>CRITERIA</u>	<u>DESIRABLE</u>	<u>ESSENTIAL</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Masters degree	Degree, or equivalent, qualification in a relevant field  GCSEs, or equivalent, in English and Maths  Commitment to continued professional development	Application form Certificates Interview
Experience	Implementation of projects and engagement with public and/or other stakeholders  Experience working with a range of partners to deliver outcomes  Report writing  Presentations	Some marketing and/or communications experience or equivalent	Application form References Interview
Job related Knowledge	Understanding of the Council's structure, services, policies, processes and procedures  Professional Economic Development knowledge  Developed understanding of the principles of economic development, policy, marketing and planning	Understanding of data protection, freedom of information and confidentiality requirements  Awareness of the principles of economic development	Application form References Interview
Skills and Aptitudes		Good verbal and written communication skills – able to exchange information with a range of audiences in a clear and concise manner  Problem solving and analysis skills  Good ICT skills – proficient in use of Microsoft Office applications (e.g. Word, Outlook, Excel) or equivalent  Good interpersonal skills, confident	Application form References Interview

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		<p>and outgoing, e.g. when meeting the public</p> <p>Proven ability to work effectively as part of a team</p> <p>Resilient – able to professionally and appropriately handle challenging enquiries</p> <p>Presentation skills</p> <p>Able to produce reports conveying complex information in a clear, jargon-free and concise manner</p> <p>Good organisational skills</p> <p>Proven attention to detail – e.g. able to deliver thorough and accurate research and data</p>	
Other requirements		<p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post</p> <p>Flexible approach to work</p> <p>Willingness and ability to travel throughout the borough</p>	<p>Application form</p> <p>References</p> <p>Interview/</p> <p>Assessment</p>