

# Civil Service Internship Scheme

## 12-month paid internships across Government

### Civil Service Care Leaver Internship Scheme

#### 12-month paid internships across Government for care leavers

#### Eligibility

- ☐ The internships are available to care leavers only, aged 18-30 years.
- ☐ Applicants must have qualified for local authority leaving care support.
- ☐ No qualifications are required.

**Note:** *to qualify for leaving care support, care leavers must have been in care for a minimum of 13 weeks, some of which must have been after their 16th birthday.*

#### About the internships

Successful applicants will be allocated to a post in a Government Department in the location they have specified. The tasks that successful applicants are required to perform will vary but common responsibilities within these roles will include elements such as:

- Creating reports and other written materials using Word, Excel and PowerPoint;
- providing support to projects or helping to deliver team business objectives, by developing plans or process charts;
- providing support to their team, such as booking meeting rooms, preparing papers, taking minutes and recording actions.

Applicants will need to:

- be able to prioritise their own workload, taking effective and prompt action in relation to their responsibilities;
- build positive networks and relationships with colleagues and across teams;
- have good communication skills and be organised;
- be able to act on their own initiative, with minimal supervision, knowing when to seek help;
- be able to operate with tact and diplomacy to secure the most effective outcome.

#### Salary and applications

Internships will be available at Executive Officer and Administrative Officer level. For indicative purposes only - during the 2018 recruitment the Executive Officer salary started at £21,889 and the Administrative Officer started at £18,186. The application window will be open from 29 August to 26 September 2019. Further details about the scheme, the posts available, and how to apply will be available on the Civil Service Jobs website [www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk) likely to be listed under Department for Education Jobs at Executive Officer (EO) grade. In the meantime, care leavers interested in applying can sign up at the following hyperlink for more information once it becomes available: [bit.ly/CareLeavers2019](http://bit.ly/CareLeavers2019)

#### Aim of the Scheme

The internships aim to provide care leavers with opportunities to develop and enhance their work-based skills, and to be a launch pad for a successful working life. It may be possible to make posts permanent at the end of the 12-months internship, or to extend the internship.