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<b>Post</b>	World Habitat Awards Intern
<b>Salary range</b>	£ 17,700
<b>Appointment</b>	One year fixed-term contract subject to six month probation period
<b>Start date</b>	January 2018
<b>Closing date</b>	27 <sup>th</sup> November 2017 at 9:00am (GMT)
<b>Interviews</b>	7 <sup>th</sup> December 2017

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At World Habitat, we work across the world to identify and share great housing solutions that improve the living conditions of people with few housing choices. We do this by exchanging new ideas, supporting interaction and collaboration, and sharing and promoting good practice to people who can use it.

As part of our activity, we run the World Habitat Awards which find the best people-centred international housing practice. The Awards are presented at a high profile international event each year in partnership with UN-Habitat. We carry out activities to share knowledge and enable the spread and evolution of best practice including exchange visits and longer term programmes.

Working at World Habitat will bring you into contact with a whole world of fresh ideas and perspectives. If you have a curious mind, love learning new things, care about people, and know how critically important safe housing is, then this is a unique opportunity for you.

We are looking for a flexible, enthusiastic individual who is passionate about positive social change. The successful candidate will have an awareness of the impact housing can have on people's lives, be open to doing things differently and adapt their thinking to many different situations and scenarios.

An ability to travel within the UK and overseas is essential. Our international work means that you might have overnight stays abroad. Travelling and/or attending events occasionally include intense but invigorating experiences.

As the World Habitat Awards Intern you are likely to be involved in events, such as, award ceremonies and international forums. These are incredible opportunities to travel to new places, meet inspirational people and learn about some of the most innovative housing solutions in the world.

The job is based in Coalville in Leicestershire, which is within commuting distance (by car) of Leicester, Nottingham, Birmingham and Derby, and about one hour from Leicester and Loughborough on public transport.

## JOB DESCRIPTION – WORLD HABITAT AWARDS INTERN

<b>Responsible to</b>	Programme Manager
<b>Salary</b>	£17,700
<b>Benefits</b>	Contributory pension scheme, flexi time, 35 days' annual leave (including statutory holidays)
<b>Contract</b>	One year fixed-term contract, full time (34.5 hours per week)
<b>Based</b>	World Habitat office, Coalville, Leicestershire

### Principal Duties and Responsibilities:

- Provide support for the delivery of World Habitat's strategic priorities with a particular emphasis on supporting the World Habitat Awards by:
  - helping to identify and target potential World Habitat Award entries;
  - working on a range of different activities to help deliver and promote the Awards;
  - attending events to support World Habitat (e.g. award ceremonies and relevant networking forums);
  - producing engaging, accessible and informative content; and
  - supporting the co-ordination of activities, including events, meetings and conferences.

### Other Duties

- Become an active member of the World Habitat staff team, including contributing to the general intellectual capital and playing an active role in the organisation's development.
- Undertake travel within the UK and internationally as and when required by the organisation. This is likely to amount to around 20 days per year and will include some overnight stays.
- Undertake other reasonable duties in the context of this job description as required by the Director.

This job description sets out the level of responsibility and areas of duties of the post. Such duties may vary over time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and do not form part of the contract between World Habitat and the post-holder.

## PERSON SPECIFICATION – WORLD HABITAT AWARDS INTERN

Listed below are the key requirements to undertake this job.

**E = Essential D = Desirable**

**A = Application I = Interview P = Presentation W = Written exercise R = Reference**

**Essential criteria** are those without which a candidate would not be able to undertake the full remit of the role. We are unlikely to select applicants who do not clearly demonstrate that they possess the essential requirements.

**Desirable criteria** would be useful for the candidate to hold. We will consider these when more than one applicant meets the essential requirements.

Criteria	Weighting	Evidence
Education and qualifications		
Degree (or relevant experience).	E	A
Knowledge skills and Experience		
Awareness of, and interest in, housing as an issue and how it impacts on people across the world.	E	A, I
Experience of analysing information to produce conclusions and/or recommendations.	E	A, I
Excellent written and spoken English.	E	A, I
Excellent written and spoken Spanish and/or French.	D	A, W
Ability to work with a variety of windows-based IT packages.	E	A, I
Confidence using a variety of digital software and social media.	D	A, I
Able to manage a varied workload and work to deadlines.	E	A, I
Able to communicate in an engaging and accessible manner.	E	A, I, P

Criteria	Weighting	Evidence
Personal qualities		
Able to think logically and communicate clearly.	E	A, I, W
Be conscientious, honest and reliable.	E	R
Be proactive and resourceful with an ability to work independently, as well as in co-operation with others.	E	A, I
Be flexible and able to use initiative.	E	A, I
Able to represent the organisation confidently and professionally in the UK and internationally.	E	A
Willingness to engage in continuing professional development, including a capacity and desire to develop knowledge and skills.	E	I, P

## FURTHER DETAILS

The following are the main terms and conditions of employment for the role:

<b>Salary</b>	£17,700
<b>Pension</b>	A company pension scheme with employer's contributions is available
<b>Appointment</b>	One year fixed-term contract subject to six month probation period
<b>Start date</b>	Ideally January 2018, though we can be flexible for the right candidate
<b>Working hours</b>	34.5 hours per week
<b>Annual leave</b>	35 days (including 10 statutory)
<b>Location</b>	Coalville, Leicestershire
<b>Training</b>	Further training is highly encouraged. A range of opportunities are provided

## APPLICATION, SELECTION PROCESS AND TIMETABLE

Please ensure you have read and understood the above information.

Complete the Application Form, ensuring that you outline clearly how your skills and experience meet the requirements of this Job Description and Person Specification. **A curriculum vitae will not be accepted.**

Complete the Equal Opportunities form and return the Monitoring Form. This form will be separated from your application upon receipt. **Please do not write your name on this form.**

If you are successful, we may undertake checks including taking up references to ensure that you are qualified for the job. When these checks are complete we will make you a formal offer of employment.

Applications must be received on 27<sup>th</sup> November 2017 by 9:00am (GMT). **Please send your application by email if possible.**

We will let you know by 1<sup>st</sup> December 2017 whether we will call you for an interview.

Interviews will take place on 7<sup>th</sup> December 2017

Please send completed application forms to Ms Sharon Smith at [recruitment@world-habitat.org](mailto:recruitment@world-habitat.org) and indicate "**Post: World Habitat Awards Intern**" in the subject field.

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