



INTERNSHIP OPPORTUNITY – MAYOR'S OFFICE

The Cambridgeshire Peterborough Combined Authority (CPCA) is providing a unique opportunity for experiential learning for a period of 1-3 months. Interns will perform a variety of tasks which may include policy research and development, drafting memoranda, community engagement, administrative tasks, and research and analysis. Please note that this internship is a paid position at the rate of the National Living Wage.

Prospective interns will ideally be undergraduate students, graduate students, or recent graduates of a two- or four-year college, university, or vocational course, ideally in Politics. Candidates must communicate well, demonstrate a commitment to public service, and be able to work in a fast-paced environment. Candidates shall also maintain a high standard of ethics and integrity.

RESPONSIBILITIES:

The interns will support the office by conducting research and communications including the development of research briefs, white papers, and critical messaging, as well as attending meetings with key stakeholders if required. Interns will provide policy and administrative support including representing the Mayor's office at community events and communicating with officials.

PLEASE APPLY IF YOU HAVE:



- Exceptional oral and written communication skills (writing sample required)
- Outstanding research and analytical skills
- Demonstrated maturity to work successfully in professional and high-pressure situations
- A self-starter attitude with strong attention to detail, organisational skills, and administrative capabilities
- Strong computer literacy
- And an ability to establish and maintain effective working relationships with other staff and the general public

Candidates should be professional, organised, and efficient; be able to multitask well in a fast-paced environment; be eager to learn, listen, and grow throughout the internship; and be committed to public service to the Cambridgeshire Peterborough area.

To apply, please send an up to date CV, cover letter outlining why you are a good match for this internship opportunity to Tom.Hunt@cambridgeshirepeterborough-ca.gov.uk