JOB ROLE

**Contract period:** 6 Months Fixed Term part time (3.5 hours per week)

**Start date:** 12 October 2023  
**Hours:** 3.5 hours a week  
**Deadline:** 11.59, 13 August 2023  
**Salary:** London's Living Wage (currently £11.95 per hour)

**Reporting to:** You will be assigned to either the Senior Project Officer or Project Officer

- Mayor’s Entrepreneur Programme Team
- 169 Union Street, Southwark, London, SE1 0LL

We are currently operating a hybrid working arrangement

ABOUT US

The Mayor’s Fund for London is a politically independent charity which champions opportunities for young Londoners from low-income backgrounds and diverse communities across the capital.

We provide opportunities to thousands of 4–24-year-olds through our work with community organisations, schools with high proportions of children on free school meals and universities.

We collaborate with a wide range of stakeholders and partners, including the Mayor of London, employers and businesses, funders and local authorities, community organisations and schools, and young people.

In 2022, we supported close to 35,000 young Londoners aged 4–24 across all 33 boroughs – with over 82% of young Londoners we impacted coming from Black, Asian, and minoritised ethnic backgrounds.

By 2025 we aspire to have improved the prospects of a minimum of 120,000 young Londoners. Our work will help:

- Eradicate food insecurity and social isolation amongst London’s children and young people.
- Ensure that no child in London leaves school without a positive attitude to maths
- Level the playing field in access to great careers for young Londoners from lower income backgrounds and their better off peers.

The Mayor of London, Sadiq Khan, is our patron.
BACKGROUND

The Mayor’s Entrepreneur Programme has been asking London’s students to come up with viable, sustainable business ideas since 2012. Each of the winners gets £20k to start up their business along with expert mentoring from staff at City Hall to get their idea to market.

THE ROLE

The Mayor’s Fund for London is offering up to 25 part-time paid internships from October 2023 that will last for 6 months, on the Mayor’s Entrepreneur 2024 Programme. These internship roles are an opportunity for motivated individuals to gain work-based skills in a local government environment.

You will be a current student at a London based university, ideally living in London and will be continuing your studies in October 2023 through to June 2024.

Working alongside your studies as part of a small and dynamic team you will help to run the Mayor’s Entrepreneur Programme - a London-wide competition for students. You will assist in promoting the competition to students and staff at London’s Higher and Further Education institutions through meetings, workshops, social media and other verbal and written methods. We will also be hosting in-person events.

In addition, you will be the main point of contact for a group of potential applicants to the competition and help to shape the competition to continue to reflect the needs of London’s students.

The Mayor’s Entrepreneur Programme Intern roles will support the Mayor’s Entrepreneur Programme Delivery Team over the autumn and spring terms with a particular focus on promoting the competition and establishing and maintaining a local network of staff and students at the assigned university.

The successful applicant will play a crucial role at the heart of the charity, helping us deliver a multi-channel communications strategy and a range of successful events. The role is charged with overseeing and developing our social media presence, increasing our profile in print and broadcast media, developing marketing collateral, and managing key aspects of our events programme.

The applicant interviews will take place, in person, between 12 September and 22 September 2023. If you are offered the role, this will be on the condition that you submit the sufficient right to work documents by the requested deadline.

Apply here by 23.59, Sunday 13 August 2023
JOB DESCRIPTION

PRINCIPAL ACCOUNTABILITIES:

1. To assist in promoting the competition to London students, student societies, lecturers and other university staff
2. To go to in-person events and lectures at your own and neighbouring universities
3. To coordinate a university specific network of contacts
4. To keep in regular contact with central Mayor’s Entrepreneur Programme delivery team
5. To deliver on project targets
6. To coordinate presentations in lectures at the assigned London university
7. To work on a range of activities, including marketing, research, and promotion.
8. To assist in continuing relationships with staff contacts about the competition through follow up phone calls and emails
9. To assist with training workshops and events
10. To assist in recruiting students to attend workshops and events
11. To assist in creating and feature in social media and other web content to advertise the competition such as videos, images, blogs and interviews with past participants and winners
12. To contact and get permission to use the social media accounts of assigned university as well as own networks and social media accounts to post opportunities related to the competition and drive traffic to the official website.
13. Realise the benefits of a flexible approach to work in undertaking the duties and responsibilities of this job, and participating in multi-disciplinary, cross-department and cross-organisational groups and project teams
14. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.

Key contacts

- Programme Manager, Mayor’s Fund for London
- Senior Project Officer, Mayor’s Fund for London
- Project Officer, Mayor’s Fund for London
- Training consultants
- University staff
- University society committees
PERSON SPECIFICATION

CANDIDATES SHOULD BE ABLE TO DEMONSTRATE THE FOLLOWING:

- Must be working towards a qualification at a London university
- Comfortable working in a team and independently.
- Must be legally able to work in the UK and have a UK bank account
- Good oral and written communication and presentation skills and ability to encourage buy in from students from a range of disciplines
- Good organisational skills
- Ability to use a range of office software and social media platforms
- An understanding of sustainability and/or business development would be beneficial but is not essential

THE RIGHT CANDIDATE WILL DEMONSTRATE:

**Building & Managing Relationships**

...is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals

**Level 1 indicators of effective performance**

- Builds rapport quickly with people at all levels and from different backgrounds
- Makes others feel comfortable and respected by being positive and friendly
- Shares information openly with colleagues within and outside own team

**Stakeholder Focus**

..... is consulting with, listening to and understand the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.

**Level 1 indicators of effective performance:**

- Demonstrates an enthusiastic and ‘can do attitude’ to all requests
- Provides timely, accurate and personalised responses
- Provides a polite and helpful first point of contact for stakeholders
- Learns from feedback to improve personal service to others

**Communicating and Influencing**

..... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate and engage with us

**Level 1 indicators of effective performance:**

- Represents self and team positively within the organisation
- Speaks and writes clearly and succinctly using appropriate language that is easy to understand
- Considers the target audience, adapting style and communication method accordingly
MAYOR’S ENTREPRENEUR INTERN  MAYOR’S FUND FOR LONDON

- Communicates persuasively and confidently

**Research and Analysis**

….. is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits

**Level 1 indicators of effective performance**

- Uses a variety of methods and sources to gather relevant data and information
- Checks accuracy of data and information before using it
- Focuses on the research goal working in a systematic way

**IMPORTANT INFORMATION**

**Working Patterns**

- Half a day a week (3.5 hours a week) during the term time
- There will be office hours twice a month, where interns will come into the Union Street office to work with Mayor’s Entrepreneur Team on specific projects
- There will be monthly 1:1s with the Senior Project Officer and Project Officer to monitor progress
- Interns will provide weekly updates every Friday on the tasks they have completed

**What will you be doing?**

You will be promoting the programme and working on specific projects with the Delivery Team. You will be assigned to two groups:

1. Your mini group
   You will be assigned your group based on the geographical location of your university. This will allow for further collaboration between universities and support between the interns. With this group, you will organise your time around promotion at your university and other universities near you.

2. Your working group
   You will be assigned your group based on your preferences and skill set – see the 4 options below. You will need to select your top 2 in your application.

   - Research and analysis
   - Marketing and comms management (scheduling posts, coordinating marketing with unis etc)
   - Design and production (making content for posting)
   - Might Networks engagement platform management (working with training provider)
EQUALITY, DIVERSITY AND INCLUSION

The Mayor’s Fund for London recognises the positive value of diversity and inclusion, promotes equality and challenges discrimination. We aim to appoint the most suitable candidate at all times and welcome applications from people from all different backgrounds and lived experiences.

The Mayor’s Fund for London is an equal opportunities employer.

The Mayor’s Fund for London is an accredited Good Work Standard employer.