

One Plus One Information and Research Internship Programme

One Plus One puts research into practice. We investigate what makes relationships work – or fall apart – and make the findings accessible to everyone interested in strengthening and supporting couple and family relationships.

An Information and Research intern would work closely with the Information Officer and Research Officer monitoring research bodies, government departments, charities and the press. Updating ICOR – the online Information Centre on Relationships - would form a key part of your role. You would gain experience of working in a busy charity and research organisation as well as an understanding of information provision and research.

If you are interested in the work of One Plus One and feel you have something to contribute to it, and a proven interest in the area please get in touch. We aim to involve interns fully in the work of the charity and create a mutually beneficial experience.

Intern Work

Interns work alongside our small and dedicated team of staff in our newly refurbished Clerkenwell offices. You will be introduced to all aspects of the charity's work and encouraged to take the initiative in making the most of your time with us. A particular focus will be placed on Information and Research but you may also gain the opportunity to work in all departments including:

Information

Writing up and drafting briefings
Writing policy digests
Monitoring
Updating the One Plus One website (full training will be given)
Maintaining the One Plus One library

Research

Conducting literature searches
Developing questionnaires and other research materials
Being involved with qualitative and quantitative analyses
Assisting with the dissemination of research findings

Practice Development

Contributing to the creation of resources
Supporting training initiatives

Communications

Database development
Drafting press releases
Liaising with other organisations and the media

Interns usually also take on a number of organizational and administrative responsibilities such as editing the website, developing or maintaining a database or organizing mailshots. Interns also attend staff meetings and relevant project meetings.

Support

The Information Officer coordinates the intern programme and along with the Research Officer will manage the intern's work schedule and tasks. The Head of Admin will support interns with all issues other than their particular work programme.

Working Week

Interns must be available for at least two days a week and for a minimum of 8 weeks. Internships are expected to last between two and three months. The Intern working day is 10.00 - 17.00 hrs although staff start earlier and finish later.

Expenses

We will reimburse your travel costs by public transport to and from work (within London) and subsistence to a maximum of £5 a day, for both of which you must present receipts. We will also cover other expenses incurred in the course of your internship by prior arrangement.

Job Opportunities

Internships are not a prelude to employment. As an intern you are a volunteer and will not have a contractual relationship with us.

Application

Please explore our websites in detail to get a good understanding of our work. The organisation accepts applications for internships throughout the year.

Application for internships is by CV and covering letter to Laura Dimmock, Information Officer at ld@oneplusone.org.uk.

If you are applying for a summer internship the closing date for applications is the end of May. Otherwise we run a rolling programme for interns – on receipt of application you will be considered for the next available time slot – please do indicate therefore when you are unavailable.

Please include the following details in your covering letter to help us process your application:

- Preferred start and end dates
- Week days and times available if part time
- Any specific interest or background you have in either Research, Information, Marketing, Practice Development or Communications work.
- Specific skills you have to offer
- Our equal opportunities monitoring form, attached.