



Wilton Park

## Internships at Wilton Park

### About Wilton Park

Wilton Park is a world leading residential location supporting discussions of key international policy issues. We are a non-profit-making Executive Agency of the UK Foreign and Commonwealth Office (FCO). We contribute to the resolution of global policy challenges by bringing together the best possible range of individuals from around the world. Our unique conferences forge links between ideas, policy, and delivering results in a practical way, within a setting that is conducive to dialogue and problem solving.

### Location

- We are based at Wiston House in Steyning, West Sussex in a country location (BN44 3DZ).

### Internship role

**Main role:** To support delivery of Wilton Park's objectives - to identify, develop and deliver policy discussions in support of the UK's strategic foreign policy priorities and issues of critical global concern.

**Duties:** The Intern will typically work with a number of Programme Directors to support delivery of their individual portfolios over the course of the internship. Duties will depend on the particular project needs of Programme Directors. Tasks may include:

- Undertaking background research in relation to meeting themes in one or more areas of Wilton Park's area of interest dependent on requirements – see our [website](#). Interests include: conflict resolution and statebuilding; defence and security; global economy; human rights, democracy and faith; sustainable development and the environment; and international development
- Providing operational research information for particular meeting themes
- Identifying potential speakers/participants
- Building up lists and contact details of key international actors
- Providing support for securing sponsorship; researching potential sponsors; assistance with grant applications
- Taking notes during meetings/events
- Providing support during meetings (for example with facilitation technology)

### Other duties:

- Provide specific support to event teams as and when required
- Attend meeting receptions and dinners where appropriate/required

### Person specification

- A degree
- Some experience in a working environment
- Keen interest in international policy issues; good political knowledge
- Research skills, using the Internet in particular, and ability to analyse and synthesise research
- Good written and verbal communication skills

- Good organisational skills
- Good attention to detail and ability to work to deadlines
- Ability to work effectively and sensitively in a small team environment
- An enthusiastic and flexible approach, with the ability to take the initiative when required
- Basic knowledge of email, spreadsheets and Word
- A commitment to and understanding of equal opportunities

### **Benefits**

- Opportunity to contribute to and further own knowledge on a range of international policy issues
- Exposure to UK Government and international policy making
- Experience of putting research into policy practice
- Opportunity to gain skills in a research type role
- Opportunity to build a network of contacts
- Gaining experience in a busy working environment

### **Time commitment**

6 months; Full-time with the opportunity of a second six months, if agreeable to both parties.

### **Recruitment, remuneration and other personnel related issues**

Applicants should provide a CV and short letter explaining why they would like the internship.

Shortlisted candidates will be invited to an interview at Wilton Park.

Salary equivalent to £14, 430 per annum

Travel expenses for off-site meetings on behalf of Wilton Park as agreed by the Programme Director and/or the Head of Corporate Planning.

We are based in a country location not easily accessed by public transport. Access to a car may be preferable. Accommodation may be available for the first four weeks, but cannot be promised.

We are part of the Civil Service and the Intern will be asked to sign the Civil Service Code.

Notice period: a two week period of notice should be given on either side if the intern or Wilton Park chooses to terminate the internship.

**Nationality requirements:** Security clearance is needed to work at Wilton Park; those with UK citizenship, or from within the EU, or the national of a Commonwealth Country are eligible providing they have had at least two years residency in the UK in the past ten years, ignoring temporary periods of travel, work or study, and at least one year of which must have been a consecutive 12 month period.