

Internship Opportunities

Strive 2025

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ARAG

Legal Assistant

Important details: There are two Legal Assistant positions available.

About ARAG

We provide an extensive range of legal insurance products and services as well as a portfolio of emergency assistance products.

When ARAG UK was founded in 2006, the vision was the same simple yet revolutionary principle expressed by Heinrich Faßbender in 1935:

“To enable everybody, not just those who can afford it, to assert their legal rights. We remain committed to equal opportunities for all.”

We are now an innovative and highly successful organisation working in partnership with brokers, insurers and solicitors.

Our highly experienced team, shared values and robust product innovation programme has enabled us to grow consistently year on year.

Legal expenses insurance is a type of ‘add-on’ insurance designed to help protect you and your family from the cost of unexpected legal problems.

If you find yourself in need of help, legal expenses insurance gives you access to a legal advice helpline and could also cover your legal costs, even if your case goes to court. It can provide cover for common issues like:

- Unfair dismissal, or discrimination at work;
- Injury from an accident that was not your fault; or
- Disputes involving faulty goods or services.

About the role

Department: Legal Operations

Reports to: Operational Team Leader

Overview:

In this role you will be required to ensure the smooth functioning of our office and support our lawyers with effective case management. As part of this fast-paced



environment, you will thrive under pressure and be able to deliver results within tight deadlines.

In conjunction with four legal teams, you will provide support to clients who need our help and expertise with legal services.

Tasks and responsibilities:

- Answering reception calls covering all law departments and directing calls appropriately.
- Providing general administrative support to our legal departments to include Personal Injury, Landlord & Tenant, Contract and Employment.
- Printing and bundling of documents.
- Copying disks and scanning documents.
- Archiving, including retrieving files and boxes from storage.
- Checking disbursements on settlement of cases, general housekeeping and paying of disbursements by cheque or bank transfer where required.
- Preparing file copies, court bundles and bundles for counsel.
- Reviewing documents to include identifying legally privileged disclosure, redacting and sorting.
- Handling communication by email, post and phone with prospective new clients.
- Processing incoming and outgoing post.
- Monitoring shared mailboxes and completing tasks where applicable.
- Facilitating the smooth running of the office.
- General administrative tasks.
- Working with others to deliver on team SLAs, KPIs, financial and performance targets to drive efficiency, performance, billing and throughput within the team.
- Able to take personal ownership of customer problems until resolved.
- Share knowledge and best practice with team members and support colleagues with their development.



- Ensuring customers receive the best level of care and advice at all times and escalating where appropriate.
- Deliver outstanding client service and the drivers of income and profit within a law firm.

Communication skills:

- You should have experience communicating with a variety of external parties.
- You should have an excellent standard of communication (written, verbal and presentations) and be comfortable dealing with customers, stakeholders and senior management using all forms of available communication.
- You will be required to communicate with individuals at all levels across ARAG Law and the wide ARAG UK Group, adapting to the audience as needed.

Knowledge, skills and experience:

- A passion for providing impeccable customer service.
- Proficient in Microsoft Office and IT systems in general.
- Excellent written and verbal communication skills.
- Ability to juggle multiple activities and work under pressure.
- Excellent phone manner.
- Ability to work independently and as part of a team.
- Team player with a track record of building strong, effective working relationships.
- Ability to work confidentially is essential.

Behaviours:

All employees are encouraged and expected to adhere to our corporate values;

PIONEERING SPIRIT

- We break new ground.
- We have the courage to experiment and try new things.
- We learn from mistakes.

DRIVE



- We are passionate in all that we do.
- With room to act and a hands-on attitude, we get things done.
- We all pull together. There is no room for silos or egos at ARAG.

OPENESS

- We enjoy discovering new things.
- We are reflective and are always looking to improve.
- We share knowledge, experiences and ideas, and we learn from one another.

FORESIGHT

- We know where we want to go and are guided by our shared ambition.
- We orientate ourselves to long term developments.
- We act sustainably and assume social responsibility.

FAIRNESS

- Our diversity makes us strong.
- We promote our employee's diverse life and work models.
- Trust, reliability and mutual esteem are important to us - in relationships with our clients and with one another.

Salary: Real Living Wage (£12.60 p/h)

Hours: 9am-5pm Monday to Friday, with an hour unpaid for lunch

Location: Clifton, Bristol

Ashton Gate Ltd

Events Team Member

Important details: This internship will require you to work some evenings and weekends (though never more than 37.5 hours per week). It will be paid at national minimum wage. There are two Events Team Member positions available.

About Ashton Gate

Ashton Gate Stadium is a unique sports and entertainment business with the core aim of providing integral support services to ensure the sustainability of Stephen Lansdown's sporting group of companies which includes Bristol Sport, Bristol City, Bristol Bears, Bristol Flyers Basketball and each of their respective community charities.

Ashton Gate Stadium is the home to Bristol City Football Club and Bristol Bears Rugby. It also provides the ultimate meeting and event experience. A premier conference and events venue, our stadium features a wide range of modern function rooms for both corporate and private hire.

As one of the largest event spaces in the South West, Ashton Gate has a room or area to meet all possible requirements – from wedding receptions, corporate annual dinners and exhibitions to team building activities and pitchside stage events.

Ashton Gate Stadium has a 27,000 capacity in sports mode and 32,000 in concert mode; 22 executive boxes; and an array of meeting/function spaces.

About the role

Department: Front of House

Reports to: Senior Events Manager

Supervises: Casual Staff

Overview:

At Ashton Gate, you play a crucial role in driving our guests' hospitality experience by delivering fantastic service, expert knowledge of what "great" looks like, and ensuring every customer feels special during match day activities.

Key Objectives:

- **Support Event Operations:** Assist the Senior Events Manager with various events throughout Ashton Gate Stadium.
- **Enhance Guest Experience:** Ensure quality service and build strong relationships with guests, clients, and fans.

- **Manage Small-Scale Events:** Independently run smaller events to deliver an exceptional customer experience.
- **Compliance:** Follow all Environmental Health Officer (EHO) processes and standard operating procedures to maintain high service quality.
- **Team Support:** Fulfil any additional reasonable management requests.

Key Responsibilities (KPIs):

- **Event Execution:** Run small-scale events effectively.
- **Service Delivery:** Serve food and drink to event guests.
- **Logistical Support:** Clear tables and deliver food to guests as needed.
- **Guest Interaction:** Answer questions about the team and stadium.
- **Facility Guidance:** Escort guests to various facilities within the stadium.
- **Team Leadership:** Lead and support a team of staff to ensure outstanding guest experiences.

Key Relationships:

- Senior Events Manager
- Events Manager
- Events Coordinator
- Events Team

Essential Skills and Experience:

- A keen eye for detail.
- Excellent interpersonal and communication skills.
- Flexibility to work a varied schedule, including days, evenings, and weekends.

Desirable Skills:

- Interest in Events Management.
- NVQ in Customer Service.

Working Hours & Schedule:

- **Availability:** 5 out of 7 days, including evenings and weekends due to event requirements.

**Equal Opportunities:**

We are committed to the principle of equal opportunity. Our recruitment, selection, training, development, and promotion policies ensure that no employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability, or gender reassignment.

Safeguarding:

Ashton Gate Ltd is dedicated to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all employees to share this commitment.

Salary: Minimum wage (£10 p/h for those aged 18-20; £12.21 for those aged 21+)

Hours: 37.5 hours, 5 out of 7 days including weekends and match day evenings

Location: Ashton Gate Stadium, Bristol

Ashton Gate Ltd

Retail Assistant

Important details: This internship will require you to work some evenings and weekends (though never more than 37.5 hours per week). It will be paid at national minimum wage. There are two Retail Assistant positions available.

About Ashton Gate

Ashton Gate Stadium is a unique sports and entertainment business with the core aim of providing integral support services to ensure the sustainability of Stephen Lansdown's sporting group of companies which includes Bristol Sport, Bristol City, Bristol Bears, Bristol Flyers Basketball and each of their respective community charities.

About the role

You will play a key role in ensuring that our customers can find and purchase our products whilst receiving a great customer experience. This is a great opportunity to get hands-on experience of running and managing a busy shopfront within a wider business framework, with transferrable skills including communication, organisation, time management, physical space management, eCommerce support, and customer relations management.

Main Responsibilities:

- **Stock Replenishment:** Ensure shelves and displays are well-stocked and presentable, maintaining optimal product availability throughout the day.
- **Handling Transactions:** Process transactions efficiently through card and digital payments, adhering to all transaction handling procedures.
- **Customer Service:** Deliver exceptional customer service by greeting customers warmly, assisting with their inquiries, and ensuring a positive shopping experience.
- **Upselling:** Identify opportunities to upsell products by highlighting promotions and making tailored recommendations to meet customers' needs.
- **Store Presentation:** Maintain high store standards by keeping both the shop floor and stockroom organized, clean, and free of clutter.
- **E-commerce Support:** Assist with the fulfilment of online orders, ensuring timely and accurate processing.

- **Stock Management:** Support stock management activities, including stocktaking and inventory control, to maintain accurate stock levels.
- **Key Holding:** Take responsibility for opening and closing the store when required, ensuring all security procedures are followed.

Equal Opportunities

We are committed to promoting equal opportunities. Our recruitment, selection, training, development, and promotion policies are designed to prevent any form of discrimination based on race, color, nationality, religion, belief, gender, sexual orientation, marital status, age, disability, or gender reassignment.

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Hours: 37.5 hours, 5 out of 7 days including weekends and match day evenings

Location: Ashton Gate Stadium, Bristol

Bishop Fleming

Audit Associate

Important details: This internship requires a predicted degree of 2:2 or higher, 112(280) UCAS points, and at least a 6 (B) in Maths and English at GCSE.

About Bishop Fleming

Bishop Fleming is a dynamic UK accountancy firm, providing a comprehensive range of services across a wide range of sectors.

Ranging from offering services to SMEs, owner-managed businesses, large FTSE businesses, public sector organisations, charities, schools and private individuals, we have the capability and capacity to meet their needs. From our office locations in the South West and the West Midlands, we are able to serve clients across the UK, and internationally through our membership of Kreston Global.

About the role

Job Title: Associate

Department: Audit

Variety, teamwork and genuine influence. That's what you can expect when you join our Audit team. We work with a huge range of clients in a diverse range of sectors, from schools and academies to owner-managed businesses, charities and not-for-profits to major commercial organisations – and you'll have the opportunity to work with many of them.

It's about working in different-sized audit teams at different client sites each week. Getting under the skin of the business and understanding how it ticks, often by dealing directly with the management team. And understanding the business journey, so you can add tangible value, constantly gaining new experience and new insights.

You'll be playing a pivotal role in ensuring financial records' accuracy and compliance, contributing to informed business decisions.

- Deliver various aspects of an audit under supervision and guidance to assist with compiling evidence for an audit file.
- Engage with clients to gather information, request evidence and documentation, in order to understand their business and support audit activity
- Identify and report any problems/issues to more senior members of the team for resolution

You will gain the following:

- Audit and Assurance Experience at Associate level
- Communication skills – verbal and written
- Developing professional/technical knowledge and business knowledge
- Developing a broad range of IT skills

Eligibility requirements:

- A predicted degree classification of a 2:2 or higher in any discipline
- 112 (280) UCAS points
- At least a 6 (B) in Maths and English at GCSE level

Working hours: 36.25 / week

Salary: £12.26 per hour

Location: Temple Back, Bristol

Bishop Fleming

Audit Associate

Important details: This internship requires a predicted degree of 2:2 or higher, 112(280) UCAS points, and at least a 6 (B) in Maths and English at GCSE.

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About the role

Job Title: Associate

Department: Tax

Working with a huge range of clients, covering a wide variety of personal and business tax issues and making a major contribution to the firm's success. That's what you can expect in our Tax team. You'll join a team helping clients to navigate the constantly changing tax landscape. That means getting to know their needs, hopes and ambitions, working closely with specific tax specialists and other Bishop Fleming teams and providing tax advice that's right for them.

You'll be working with a stimulating variety of business clients in lots of interesting sectors and individuals on their personal needs too. Learning about their lives and businesses, getting to know what makes them tick and giving them the expert help they need, when they need it most.

You will be involved in the preparation of basic returns and computations (PT or CT plus P11Ds or ATED if required), assist with advisory projects and answer basic client queries. You must be prepared to:

- draft advice and clearances for review
- undertake technical research from the resources available
- plan own work to ensure internal clients' deadlines are met and job budgets

- communicate any problems to Executives/Managers, taking responsibility for work undertaken, ensuring all notes and assumptions are appropriately documented
- follow process to ensure timely client communications with regards to information requests, chasing information and providing notification of liabilities and payments due

You will gain the following:

- Tax Experience at Associate level
- Communication skills – verbal and written
- Developing professional/technical knowledge and business knowledge
- Developing a broad range of IT skills

Eligibility requirements:

- A predicted degree classification of a 2:2 or higher in any discipline
- 112 (280) UCAS points
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Working hours: 36.25 / week

Salary: £12.26 per hour

Location: Temple Back, Bristol

Bristol City Council

Audit and Intelligence Officer

Important details: The successful candidate will be required to pass a DBS check

About Bristol City Council

Bristol City Council plays a leading role in driving an inclusive, sustainable and healthy city of hope and aspiration, one where everyone can share in its success.

Through everything we do, we are united by how we act and what we stand for – our organisational values. Our values say clearly what matters to us when we're working with each other, our partners, or people who call Bristol home.

Ownership

- We accept personal accountability
- We are trustworthy and take responsibility for how we act
- We persevere and ask for help if we need it
- We are given opportunities to lead and help others do the same

Respect

- We treat each other fairly
- We are caring and gracious
- We treat each other with dignity and stand against discrimination, bullying and harassment
- We include each other and value difference

Curious

- We ask questions and explore possibilities
- We believe that there are always opportunities to do things better
- We are bold and not afraid to try new things
- We take time to ask questions and learn from what we have done

Dedicated

- We strive to make a difference

- We are clear about what we are here to do
- We are enabling and work with citizens, partners and stakeholders to make things happen for Bristol
- We are committed to wellbeing and create a workplace that everyone can enjoy

Collaborative

- We come together to reach shared goals
We take personal and collective responsibility for finding the answers
- We ask for other perspectives and respect different opinions
- We make connections and take opportunities to work together

About the role

The Internship is based in Internal Audit and will be split across the Audit Assurance team and Counter Fraud and Investigations team.

The postholder will be required to assist with the provision of Internal Audit services and will be supervised by either an Audit Manager or a senior member of the Audit Assurance or Counter Fraud and Investigations team.

Audit Assurance:

To assist in the provision of audit assurance to all Directorates of the Council and our external clients by:

- Undertaking planned audit reviews
- Working alongside an experienced auditor on more complex audit work
- Assisting in the provision of advice to auditees on policy and regulation compliance, internal control, risk and governance matters
- Undertaking testing and review of grants for certification
- Ensuring compliance with audit standards.

Counter Fraud and Investigations:

To assist the Audit Manager – Counter Fraud and Investigations in the provision of a fraud investigation service for the authority by:

- Obtaining information from Council systems and other sources to aid the fraud investigation work of the team
- Reviewing output from proactive fraud exercises such as the National Fraud Initiative – data matching exercises
- Co-ordinating and responding to requests for information from other investigation and enforcement bodies
- Assisting lead investigators with other aspects of fraud investigation, detection and prevention work.

Additional information:

This role will be hybrid, with a mix of office and home working in line with business needs.

A Disclosure and Barring Service (DBS) – basic check will be required for the successful candidate.

Person specification:

Experience, skills and attributes required. Please note these will be assessed at interview.

- This role would be suited to someone with an interest and experience or qualification in finance, accounting, business administration, criminology or counter fraud.
- Experience of, or ability to, collect, compile and analyse information
- Possession of an enquiring mind and a rational and focused approach to problem solving
- Be proficient in IT and able to use Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Internet Explorer, telecommunications including video chat and voice calls (TEAMS or equivalent), and a demonstrable willingness to learn and use new applications and technology
- Be able to communicate effectively both verbally and in writing and to establish effective working relationships with colleagues and other stakeholders
- Ability to organise own workload, show initiative and work flexibly and effectively balancing pressure from competing demands and deadlines
- Able to demonstrate an understanding of equity, diversity and inclusion

- Be able to provide evidence of your current Right to Work in the UK

Working hours: 37 hours per week

Salary: Real Living Wage (£12.60 p/h)

Location: College Green, Bristol

Bristol City Council

Audit and Intelligence Officer

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- We ask for other perspectives and respect different opinions
- We make connections and take opportunities to work together

About the role

Job title: Project/Programme/Portfolio Support Officer

Service areas: Portfolios, Programmes & Projects, Capital Portfolio, City Transport Portfolio

The above three service areas provide advice, guidance and skilled capacity to all prioritised programmes and projects, within the Change, Capital and Transport Portfolios, from the initial idea through to a controlled close. Based on our wealth of experience applying different formal methodologies, we work with colleagues across the council to tailor an approach that best suits them and their customers' needs while helping them to also navigate the council's decision-making processes and align with best practice. Our Change and Capital Portfolio Management Offices (PMO) provide support to the council through CLB; the Delivery Executive; directorate management teams and through direct, one-to-one support to managers.

Team responsibilities:

- Project Management
- Portfolio planning & prioritisation
- Programme and Project Assurance
- Programme and project governance & standards
- Progress and status reporting
- Programme and Project Resourcing

- Savings tracking

Your responsibilities:

Working at the heart of a portfolio, programme or project, the PSO provides principle support to the Portfolio/Programme/Project Analyst and Manager to enable successful delivery of the associated objectives. An active participant and contributor to the team and an effective communicator able to liaise with numerous stakeholders to build effective working relationships. The PSO will have the ability to apply judgement to decide the best course of action; this includes the confidence to proactively tackle issues as they arise.

Skills and opportunities:

- Supporting the coordination of the portfolio/programme/project reporting processes, collating data/information from numerous sources and supporting the preparation of monthly report dashboards (and other key reporting documents as required).
- Oversee delivery of specific/discreet work packages and/or projects.
- Undertake ad-hoc portfolio/programme/project management duties as required.
- Manage portfolio/programme/project governance through coordination and administration of governing boards and other associated decision-making bodies, including overseeing resultant action management.
- Provide input into day-to-day work through the collation of background research information from a variety of sources - including facilitating workshops to gather information and then consolidating the outputs into a suitable format.
- Undertake quality assurance activities, reviewing key programme/project documentation and ensuring compliance with Bristol City Council's programme and project management processes and standards.
- Maintain assigned portfolio/programme/project control documents, monitoring and challenging where necessary.
- Establish and maintain a repository of key portfolio/programme/project documentation, ensuring appropriate version and change control application.
- Support the council's Portfolio Management Office through embedding the associated programme and project management best practice.

Outcomes and career paths:

Many PSOs within our service progress to be Project Managers, then Senior Project Managers and on to Programme Management. There are also roles within the team of Business Partners, Operations Managers, Business Analysts, Portfolio Managers, Head of Service.

Project Management is a career within all industries so is an incredibly valuable experience to have.

You will gain a thorough understanding of Project Management best practise, 'real world' experience of working in a project management setting, experience of Portfolio Management for the Council's large portfolio of projects (both Change and Capital Portfolios), and experience of working in a Local Authority setting

Working hours: 37 hours per week

Salary: Real Living Wage (£12.60 p/h)

Location: College Green, Bristol

BOM IT Solutions

Service Desk Engineer

Important details: This role's hours operate on a rota basis, so you will be asked to work some early starts, late finishes and weekends. (Earliest start 7am, latest finish 10pm.) Your working hours will not exceed 37.5 per week.

About BOM IT Solutions

We provide secure, managed solutions for our clients, based on industry-leading platforms such as Microsoft Azure and Office 365, and built around latest generation, Managed 'best in breed' technologies from manufacturers such as HP, Fortinet, VMware, Veeam and Citrix – all hosted within BOM's secure, purpose built data centre in Bristol. This means we look after everything to do with clients' underlying infrastructure, software and device provision, installation and end user support, whilst BOM's team of experienced engineers and technology consultants can take full ownership of IT requirements.

About the role

Job Title: Service Desk Engineer

Reports to: Service Desk Manager

Location: Hengrove, Bristol

This is an exciting opportunity to work for a growing Managed Service Provider based in Bristol. As part of a dynamic and highly skilled team, you will be helping manage and improve our clients' technology, ensuring they can consistently benefit from their IT.

This role would particularly suit somebody with an interest in information technology management, software management, and/or hardware management.

Responsibilities:

- Provide assistance with technical issues by phone, email, and/or using our ticket management system
- Update the internal knowledgebase with issue resolution details

Opportunities

- Join team members on occasional customer site visits to conduct in-person troubleshooting and problem-solving

- Learn key IT management software skills
- Gain exposure to an active office environment and learn key transferrable skills including customer management, client relationship-building and real-time problem-solving
- Learn and utilise wide-ranging software suites including Microsoft Active Directory, VMware, Veeam Backup & Replication
- Understand what it's like to work in a busy Managed Service Provider (MSP) environment

What we're looking for:

Good communication skills are a must for this role – you will be interacting with senior members of the business and customers every day. You will also need a good understanding of software systems.

Although full training will be provided, having the following skills when you start would be a bonus:

- Good documentation skills
- Understanding of principles of ITIL Framework
- Experience with any of the following:
 - Veeam Cloud Connect
 - Microsoft Remote Desktop Services
 - Citrix XenApp/XenDesktop
 - Veritas (Symantec) Backup Exec
 - Symantec Endpoint Protection
 - Fortinet Firewalls
 - HPE/Dell SANs
 - HPE Server Hardware & Switches
 - Office 365 Migrations
 - N-Able RMM
 - PowerShell scripting
 - Citrix CCA
 - Microsoft MCP
 - Knowledge of iOS and Android devices

Salary: Real Living Wage (£12.60 per hour)

Working Hours: 37.5hrs per week on a rota basis, to include some early/late starts and weekends (earliest start 7am, latest finish 10pm)

Location: Central Park Ind Est, Bristol

Carter Jonas

Summer Internship Scheme

Important details: This internship is available for four weeks from 16th June and will be paid at minimum wage. It is available to students in their second or third years, and postgraduates.

If you secure this opportunity, you will still be invited to take part in the Strive events (e.g. the launch and wrap-up parties, and weekly skills sessions) which run from late June to late August.

About Carter Jonas

Since 1855, Carter Jonas has grown to be one of the largest and most respected property consultancies in the UK with a network of 34 offices across England and Wales, employing more than 1000 partners and employees.

Our tailored service and Simply Better Advice have enabled us to forge lasting, intelligent and trusting partnerships with our clients. These long-standing relationships are our most important and most closely protected asset. From private landowners to local authorities, pension funds to farmers – our universe of client experience is among the most varied in UK property.

We employ the very best people. We are a place where people want to work, and our culture is both collaborative and business-minded. We have experts in every field who deliver long term advice that enhances our clients' future prosperity.

Ahead of the curve, we are pioneering in the use of technology within the property industry, making Carter Jonas a hugely exciting place to work.

About the role

The Carter Jonas Internship Summer Scheme for 2025 has been designed to give students in their penultimate year or above (including post-graduate students), ideally studying a RICS or RTPI accredited degree course, the opportunity to undertake four weeks' worth of paid work experience from 16th June 2025, working alongside experienced property professionals in the industry. We are also open to receiving applications from those who are not studying a Real Estate course who have an interest in gaining experience within the industry.

You will be allocated a structured programme with close guidance from your supervisor who will aim for you to attend site visits, client meetings and work collaboratively within the department you are gaining experience in. They will provide objectives throughout your internship and feedback in the form of an appraisal on conclusion of your placement. You will also be provided with a graduate mentor who can share their experiences with you.



We are committed to taking interns across our divisions and hub offices. Our Strive intern will be based in Bristol and will have exposure to teams including Commercial, Building Surveying, Planning & Development, Rural and Infrastructures

This is a fantastic opportunity for you to strengthen your CV, gain a valuable insight into what a career in property is like and what working life at Carter Jonas is all about, especially from our Graduates capacity. This scheme is a great way for you to establish if you would like to be considered for a Placement or Graduate opportunity with us. If you perform well, you could be in an exciting position to receive an offer to join us in 2026 or 2027!

WHAT WILL IT TAKE TO BE SUCCESSFUL?

We are looking to recruit hardworking second or third year students who are passionate and enthusiastic about real estate, you will be looking to thrive in the property industry. You will be a team player with excellent communication skills; organisational skills with ability to manage various tasks would be an advantage, we value those who are committed and reliable.

WHY CHOOSE US:

As an equal opportunity employer, with the Investors in People Gold accreditation, we are dedicated to driving diversity and inclusion in the workplace. Learning and development is important to us; we encourage everyone to continue developing to optimise their performance and fulfil their potential. We have an agile flexible working policy; many of our team work flexibly, we would be happy to talk to you about how this could work for you. We enjoy what we do, and we do it well, which is why 80% of our business comes from repeat clients.

Working hours: 37.5 hours per week, 9am-5.30pm

Salary: Minimum wage (£10 p/h for those aged 18-20; £12.21 for those aged 21+)

Location: Clifton, Bristol

Hargreaves Lansdown

Junior Project Manager/PMO Analyst Intern

About Hargreaves Lansdown

We're the UK's number 1 investment platform for private investors, based in Bristol. For more than 40 years we've helped investors save time, tax and money on their investments. Today we're trusted by over 1.9 million clients.

Our service allows clients to bring all their ISAs, pensions, SIPPS, and savings into one easy to manage place, allowing them to be in control.

About the role

Department: IPMO (aka Strategic Change Delivery in many organisations)

Job title: Junior Project Manager/PMO Analyst Intern

Overview:

IPMO – Investment and Portfolio Management Office

This team deliver the strategic project and programmes on behalf of HL. This role will be sat alongside team members during the course of delivery. It will focus on the core phases:

- Inception – articulating the business challenge or opportunity with clearly stated business outcomes and responsibilities
- Elaboration – fully defining the plan to deliver the needed outcomes with a fully resourced and funded model including investment drawdown. Establishing clear governance
- Delivery – mobilising the plan within HL's guard rails for Change. Reporting on progress against the plan
- Steady state – moving into BAU

Team responsibilities:

IPMO are responsible for:

- Portfolio assurance
- Investment funding for the strategic portfolio
- Project and Programme delivery

- Business Analysis

Your tasks and responsibilities:

- Immersion into the subject matter to gain a good understanding of the content within a programme
- Understanding of the change framework so you are capable of producing material to support a programme
- Monitoring and reporting on the progress to plan on a delivery
- Risk identification and quantification to enable a RAID material to be produced and managed
- Reporting with an appreciation of the value of the data used and its application

Skills and opportunities:

- Planning
- Production of high quality business documentation – eg status reporting, risk documentation, business readiness artefacts and tracking logs
- Ability to present to a stakeholder group (at an appropriate level – could be a working group or workshop to elicit business requirements)
- Calendar management and team scheduling
- Wider soft skills such as critical reasoning and analytical questioning

Potential career paths:

- Project/Portfolio Management Analyst
- Project Manager
- Business Analyst

Working hours: 37.5 hours per week, 9am-5.30pm Monday to Friday

Salary: Real Living Wage (£12.60 p/h)

Location: College Square, Bristol

Hargreaves Lansdown

Legal & CoSec Intern

About Hargreaves Lansdown

We're the UK's number 1 investment platform for private investors, based in Bristol. For more than 40 years we've helped investors save time, tax and money on their investments. Today we're trusted by over 1.9 million clients.

Our service allows clients to bring all their ISAs, pensions, SIPPS, and savings into one easy to manage place, allowing them to be in control.

About the role

Job title: Legal & CoSec Intern

Department: Legal and CoSec Department

Overview:

This internship is a placement within the Legal and Company Secretariat team at HL.

The Legal team is made up of in-house lawyers and paralegals split across three divisions: (1) Commercial and Technology, (2) Funds and Regulatory Law and (3) Disputes and Contentious Risk. The successful candidate will work across each of the three legal divisions to gain a wide range of experience of what it is like to work in an in-house legal team and in different areas of law.

The CoSec Team (Governance and Company Secretariat) ensures there is good corporate governance in place at HL to support future growth. The successful candidate will also be given the opportunity to assist our experienced CoSec team and learn about what it's like to work in CoSec for a large financial services company.

As part of the internship, you will also have a chance to learn about team members' career journeys.

Team responsibilities:

The Legal team is responsible for:

- ensuring contracts that HL enters into with other companies are robust, sufficiently detailed, meet HL's required standards, achieve their objective and meet all legal/regulatory requirements;
- drafting and explaining our terms and conditions with clients;

- resolving disputes that occur with other companies and with clients;
- helping to launch and run new funds;
- answering queries from other HL colleagues about regulation and the law.

The CoSec team:

- assist senior leaders to ensure that HL is run effectively, efficiently, in a manner that enables future growth and in accordance with all legal/regulatory requirements;
- minute board meetings and committees;
- help draft the annual report;
- ensure the rules relating to inside information are observed;
- carry out personal account dealing activities and monitoring;
- provide advice to senior leaders in respect of directors' duties.

Your tasks and responsibilities:

You will be given training and hands on experience in various legal and CoSec tasks including proofreading and reviewing documents, legal administration, sending internal and external correspondence, helping draft and negotiate agreements, legal research and filing.

In addition, you will be given a project of your own to work on and complete before the end of their internship. You are likely to be asked to assist with the production of HL's annual report and other key documents as required by the team.

Skills and opportunities:

The skills that will be learnt and the opportunities that will be provided include –

- Drafting, reviewing and negotiating agreements;
- Legal research;
- Attention to detail with proofreading and sense checking;
- Improving written communication by drafting emails, letters and agreements;

- Gain commercial awareness – as an in-house intern you'll learn how to consider not just the application of the law but also the considering what is best for HL's clients and for HL;
- Understanding of the governance structure that underpins a business.

Internship outcomes:

- An understanding of what it is like to work as an in-house lawyer with experience of several different areas of practice.
- An understanding of what a CoSec team does and why.
- Improved communication skills.
- An understanding of the basics of negotiation.
- A greater commercial awareness.
- Valuable experience for your CV.

Career paths:

Taking part in this internship will give the successful candidate an understanding of the various career paths available to them within the legal and Company Secretariat field. Our in-house lawyers and our CoSec team come from a variety of backgrounds and have undertaken different paths in their career journeys. Each job requires an understanding of the laws and regulation that affect your work.

Working hours: 37.5 hours per week, 9am-5.30pm Monday to Friday

Salary: Real Living Wage (£12.60 p/h)

Location: College Square, Bristol

Hargreaves Lansdown

Organisational Development Intern

About Hargreaves Lansdown

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Our service allows clients to bring all their ISAs, pensions, SIPPS, and savings into one easy to manage place, allowing them to be in control.

About the role

Job title: Organisational Development Intern

Department: Organisational Development; People Team

Overview:

The Organisational Development team encompasses Learning & Development, Talent & Careers, Diversity & Inclusion, and Business Partnering.

The OD team is responsible for people growth and development across HL, providing colleagues with support and guidance across all areas of personal and professional development.

The focus of the internship will be to provide the intern with the opportunity to experience work across teams within the function:

- Learning & Development
- Talent & Careers
- Diversity & Inclusion
- Business Partnering

Team responsibilities:

The Organisational Development team encompasses Learning & Development, Talent & Careers, Diversity & Inclusion, and Business Partnering. Some of the responsibilities of the team include:

- Develop and manage HL's learning and development offering, from e-Learning to coaching and mentoring, to department training and professional qualifications.

- Design and manage the Early Careers schemes including internships, apprenticeships, placement students, work experience and school outreach.
- Coordination of all D&I initiatives, including management of networks and groups.
- Mapping out talent and career progression, growth, and development across the business, looking at role profiles, skills assessments, and progression plans.
- Partnering with departments across the business to develop strategic people plans, focusing on workforce planning, people priorities, and department structures.
- Provide support on project such as, Willis Towers Watson job modelling, recognition platform, Have Our Say company feedback, and many more.

Your tasks and responsibilities:

- Assist the team in compiling, amending and digitalising all role profiles within HL, ensuring records are kept accurately and project maps updated
- Create briefing packs / communications regarding career architecture
- Assist L&D crafting communications around constructive conversations within HL
- Attend manager sessions as requested, to learn and to provide general assistance
- Active involvement in early careers activity (talent pipelining), partnering with DEI and Talent

All linked to two significant projects running in HL.

Skills and opportunities:

You will get the opportunity to be involved in training sessions, Company inductions, colleague events, external events with schools/colleges, and will get exposure to the wider business.

You will also get the opportunity to shadow different teams within the People Team, including Resourcing, Reward, and Organisational Development sub-functions. Some of the skills you will be able to develop include:

- Stakeholder management
- Communication
- Public speaking
- Event coordination
- Data interpretation

- Creativity
- Problem solving
- Decision-making
- Adaptability
- Objective setting

Internship outcomes:

The desired outcomes and learnings that you will gain include –

- A valuable workplace opportunity, with insight into an OD team and its sub-functions
- An understanding of HL, what we do and how it all works
- Provide insight into financial services and break down barriers to joining the industry
- Develop transferable, practical employment skills
- Provide understanding of how to look for and apply for jobs, and the best way to approach your CV, interviews, and networking for professional development
- Improve confidence and comfortability in a real working environment
- Understanding of motivation and role accountabilities within a financial services organisation

Career paths:

Potential early career paths, and progressions paths, could include:

- Organisational Development Coordinator
- Early Careers Coordinator/Advisor
- Learning & Development Coordinator/Advisor
- Diversity & Inclusion Coordinator/Manager
- Talent & Careers Manager
- HR administration
- Corporate communications

Interns could progress into any industry as skilled gained will be generic across most Talent/L&D/Careers roles.

Working hours: 37.5 hours per week, 9am-5.30pm Monday to Friday

Salary: Real Living Wage (£12.60 p/h)

Location: College Square, Bristol



Hargreaves Lansdown

Savings Operations Support Intern

Important details: There are two Savings Operations Support Intern roles available

About Hargreaves Lansdown

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Our service allows clients to bring all their ISAs, pensions, SIPPS, and savings into one easy to manage place, allowing them to be in control.

About the role

Job title: Savings Operations Support Intern

Department: HL Savings

Overview:

We have an exciting opportunity to join HL's innovative cash service, Active Savings.

We are looking for an ambitious, bright, and meticulous individual to join our close-knit team to help with the day-to-day running of the Savings platform.

Areas of focus include but not limited to: Operations, Banking Partnerships, Marketing, Product, Helpdesk and Engineering Team.

Team responsibilities:

- Support with the running day to day of the operational platform
- Liaising with our banking partners
- Assistance with onboarding prospective new banking partners
- Providing input to help with the prioritisation of key roadmap items with Product Teams
- Opportunity to review existing webpages and to collaborate with Marketing Teams to enhance pages
- Analyse client contact to identify key trends

Your tasks and responsibilities:

As a new person to the cash savings platform, to be able to identify areas of improvement through back end and front end development work, through our operational process, relationship management with bank and client facing end of the website and mobile app.

By learning the current process on these focuses, the intern is expected to provide a plan on areas of improvement to make it easier for the user. The user being clients and staff. An example of this could be an improvement to how clients interact to our website, to provide clarity of wording and user experience proposals.

Skills and opportunities:

- Presentation skills to external third parties
- Accounting /reconciliations
- User research
- Marketing campaign creations
- Analysis of client trends

Internship outcomes:

We hope you will be able to see multiple areas within a Product team, of the company through shadowing on different areas within savings, to be able to see and understand the required teams and areas to run full business.

Career paths:

As you will be exposed to different areas of the business, you will receive first-hand experience of multiple areas within Product Teams, and hope you are able to identify an area you are interested in.

Areas include:

- Marketing roles
- Operations
- Relationship management/partnerships/sales.

The skills received can be translated across different industries.

Working hours: 37.5 hours per week, 9am-5.30pm Monday to Friday

Salary: Real Living Wage (£12.60 p/h)

Location: College Square, Bristol

IntellectBooks

Publishing Assistant

About IntellectBooks

Intellect is a fiercely independent academic publisher for scholars and practitioners teaching and researching in the arts, media and creative industries.

Best known for our work in the visual and performing arts, we provide publishing services in many subject areas, backed by over 40 years of steady growth, and a reputation for excellence in design and production.

We champion authors of original work with an international perspective and look to encourage and support critical debate in new and emerging subject areas. Our emphasis is on quality and scholarly integrity rather than simple marketability and rigorous peer review is central to our publishing process.

As a 'mission-driven' publisher, our commitment is to continuous re-investment in the activities we believe in, and to upholding the independence and ethical standards that attract and benefit our authors, editors and readers in such vital ways.

To support this, we enjoy a robust international distribution arrangement with like-minded partners such as the University of Chicago Press, Printforce and Lightning Source

About the role

This internship is for those hoping to gain an insight into the publishing industry.

We invest in your growth and development, and provide opportunities for you to learn new skills and take on responsibilities and projects. You will be assigned a mentor and have the opportunity to work both independently and as part of a team.

At the successful completion of your placement, we will happily provide you with a reference to further enhance your career development. We hope that your time spent with us will be enjoyable and fruitful.

You'll have the opportunity to work with both our production and marketing teams and to give you an idea of what you might be doing during your internship, here are a few of the tasks that previous interns have done:

- Research
- Updating databases/information
- Proofreading

- Mail outs
- Website and social media
- (Re)organising and filing
- Marketing
- Participate in staff meetings

This is just an example of the type of things you might be doing - you probably won't do all of these and often new tasks will arise on a day-to-day basis (as is the nature of publishing). There will, inevitably, be some administrative tasks, which, although slightly tedious at times, are essential to the running of a small business like Intellect. You will have a variety of tasks to complete during your time at Intellect.

Learning objectives

A list of learning objectives will be developed with your mentor upon your arrival. In addition to these department-specific skills, Intellect strives to allow interns to achieve the following broad learning objectives:

- **Consistency:** checking and maintaining consistency is a vital skill in publishing. Interns will develop an eye for detail and gain skills in checking for and maintaining consistency.
- **Time management:** interns will be given the opportunity to balance their own workload and prioritize tasks accordingly.
- **Project management/finishing skills:** interns will be given the opportunity to take ownership of a project and see it through from start to finish.

Salary: Real Living Wage (£12.60 p/h)

Working hours: 37.5 per week, Monday to Friday.

Location: Fishponds, Bristol

Nucleus Financial

IT Support and Service Delivery Intern

Important details: This role is based in Salisbury. You must be able to reliably travel to and from Salisbury (or be located nearby) to apply.

About Nucleus Financial

We are the Nucleus Group Services Limited and we help make retirement more rewarding. Here at Nucleus, people come first - whether it's our colleagues, or the advisers and customers we support, we know that working in partnership and collaboration leads to the best outcomes. Together, we've shaped the platform to how it is today. We work hard, and we celebrate hard too.

Our ambition is to create a platform with a difference, putting the customer centre stage meant tearing up the rule book and starting from scratch. We've come a long way since then, but our mission remains just as focused. That's why our culture, values, and social responsibility are things we keep at the top of our agenda – because we know they matter and have a big impact.

About the role

Overview:

Our internship offers a hands-on opportunity to gain experience in IT support and service delivery within a dynamic technology team. You'll work closely with internal users, providing technical support, troubleshooting IT issues, and assisting with IT service management processes. The role also involves learning about ITIL4 frameworks, analysing IT performance metrics, and contributing to continuous improvement initiatives.

This internship is ideal for a proactive and curious individual who enjoys problem-solving, collaborating with teams, and enhancing IT service efficiency.

Tasks and responsibilities:

- Provide technical support to end-users on IT systems, hardware, software, and mobile devices.
- Troubleshoot and resolve IT issues, escalating complex problems to senior team members when necessary.
- Assist in IT service management (ITSM) processes, including incident reporting, root cause analysis, and tracking service level agreements (SLAs).

- Support IT change initiatives and project teams by acting as a technical assistant.
- Monitor IT assets, update inventory records, and assist in maintaining documentation.
- Learn and apply ITIL4 principles in IT service delivery and problem management.
- Participate in analysing IT service performance and identifying areas for improvement.
- Assist with user onboarding by providing guidance on IT tools and best practices.
- Collaborate with IT teams to ensure business continuity and contribute to IT risk and compliance activities.

What You Will Gain

- Hands-on experience in IT troubleshooting and support within a corporate environment.
- Exposure to IT service management frameworks (e.g., ITIL4) and best practices.
- Understanding of IT change management and incident resolution processes.
- Experience working with IT performance metrics and reporting.
- The ability to work collaboratively with cross-functional teams and internal stakeholders.
- Mentorship from experienced IT professionals and opportunities to develop technical skills.

Who You Are

- A proactive problem solver with a keen interest in IT support and service management.
- Curious, eager to learn, and comfortable working in a fast-paced environment.
- Strong communicator with the ability to explain technical concepts to non-technical users.
- Detail-oriented, with strong analytical and troubleshooting skills.



- A team player who enjoys collaborating with colleagues and contributing to shared goals.

This internship is a great opportunity for anyone looking to kickstart their career in IT support, IT operations, or service management.

Salary: Real Living Wage (£12.60 p/h)

Working hours: 9am-5pm Monday to Friday, with one hour unpaid for lunch

Location: Wyndham Park, Salisbury

Plimsoll Productions

Production Trainee

Important details: This internship has slightly unusual working hours (10am-6pm Mon-Thurs, and 10am-5pm on Fridays).

About Plimsoll Productions

Plimsoll is an ambitious global content company. We produce award-winning premium content for global TV audiences. Our premium shows entertain, and thrill, audiences around the world.

Plimsoll is a part of ITV Studios and our clients include; Netflix, Disney +, Amazon, BBC, ITV, Apple TV+, National Geographic plus many more.

About the role

The focus of the internship will be to give the selected candidate an overview of how a TV production company functions and the different careers you can have in TV. This will be a mixture of working with our operational teams and working with teams that are currently producing our TV shows.

The intern will be helping with various tasks including:

- Research
- Logistics
- Office Management

Due to the nature of the industry, we cannot confirm full details of the placement and all responsibilities involved until closer to the start date.

Salary: Real Living Wage (£12.60 p/h)

Working hours: 10:00am - 18:00pm (Mon - Thurs); 10:00am - 17:00pm (Fri)

Primary location: Clifton, Bristol

QinetiQ

Project Intern

Important details: To be eligible for this role, you must be able to pass Security Check (SC) clearance – this means you must be a UK national. SC requires, at minimum:

- successful completion of the Baseline Personnel Security Standard
 - completion of a security questionnaire
 - a departmental/company records check
 - a check of both spent and unspent criminal records
- a check of credit and financial history with a credit reference agency
 - a check of Security Service records

About QinetiQ

QinetiQ is a multinational defence technology company. It operates primarily in the defence, security and critical national infrastructure markets, and runs testing and evaluation capabilities for air, land, sea and target systems.

About the role

As QinetiQ's project intern, you will join Team Advance (comprised of QinetiQ, Accenture, BMT, Aviden and Roke), supporting the TacSys Delivery Team. This team is managing a range of Battlefield Communication and Information System capabilities and modernisation for the UK's defence, primarily for the Army.

You will be joining a long-running project covering a huge range of activities and capabilities, offering exceptional opportunities to learn from highly experienced team members (including many ex-military personnel) and to gain exposure to many stages of a defence project life-cycle.

Some of the areas you will have the chance to support include:

- Digital Data and Technology
- Systems Engineering
- Project Delivery
- Logistics
- Supply Chain
- Finance



In your day-to-day, you will be invited to join meetings, shadow team members in discussions with other project collaborators, and interact with on-going project activities.

You will also have the chance to join in with our Technology Watch activities, helping to identify and explore technology trends and innovations that could impact UK military land communication systems.

There is strong potential for you to be able to sit with other businesses within the project (e.g. Accenture, BMT, possibly even the Civil Service) to understand how the project works from different angles and how many companies work together.

This is a unique opportunity to gain a deep understanding of how technology roles and large-scale, long-running projects in the Defence sector work.

What we're looking for

- Must be able to pass Security Check (SC) clearance
- Someone who is curious, ready to learn, and eager to take on new challenges
- An interest in the Defence sector or the military
- An interest in technology
- An ability to cope well with uncertainty or changes to routine, as project requirements can change at short notice
- Experienced with Microsoft Office

Salary: Real Living Wage (£12.60p/h)

Working hours: 37.5 hours per week, Monday to Friday (standard working pattern is 9am-5.30pm)

Location: Hybrid remote and in-person at our offices in Bristol Business Park (near UWE)

Sanderson

HR Assistant

About Sanderson

Sanderson is a global recruitment solutions company with more than four decades of experience. Sanderson was founded and has headquarters in Bristol, we currently employ 500 people across Bristol, Cardiff, Dublin, Edinburgh, Glasgow, Hong Kong, London, Manchester, Noida, Singapore, and Sydney.

Our services vary from individual permanent or contract hires, to the deployment of high performing project teams, and from executive search to fully outsourced recruitment solutions, including RPO and MSP. The idea of partnership is at the heart of everything we do at Sanderson. We listen to our clients' challenges, and work collaboratively to create tailored solutions.

All employees at Sanderson Solutions Group should consider these values within their everyday role expectations.

- **Collaboration** – we are at our best when working together as 'one team', collaborating and supporting each other to deliver great outcomes for our clients, candidates, and colleagues.
- **Bravery** – we are confident to speak out when we have ideas that can improve outcomes for clients, candidates, and colleagues.
- **Simplicity** – we always look for opportunities to make things more straightforward and enhance client, candidate, and colleague experience.
- **Commitment** – we do things the right way and set high standards to support clients, colleagues, and candidates.
- **Reliability** – we do what we say we are going to do and are available to support clients, candidates, and colleagues.

About the role

Department: HR

Reports to: Head of HR

Overview:

To support the delivery of a proactive HR service to all areas of the business whilst making efficient and effective use of available resources ensuring compliance and best

practice guidelines are always adhered to. Working closely with the wider HR team in implementing strategic initiatives throughout the company.

Tasks and responsibilities:

- Support with issuing of contracts and onboarding of new employees.
- Ensure all required information is available to new starters to include access to our e-learning portal and benefits portal.
- Support with HR queries through the HR inbox. Either respond and advise appropriately or escalate to HRA or HRM.
- Provide administrative support for disciplinary, and grievance processes, including note taking
- To assist the HRM and HRA with absence management activities including back to work meetings, keeping records of the meetings and arranging occupational health appointments to ensure adherence to the absence management policy
- To assist in producing contract amendment paperwork ensuring the relevant changes are made to the HRM System for payroll to process
- To assist with the administration of leavers
- Maintaining electronic filing, ensuring folders are GDPR compliant and are regularly streamlined and archiving information as relevant.
- To support with any HR project.
- To support with employee engagement initiatives.

Expectations:

- Excellent general administration skills
- Able to communicate effectively by telephone and in writing
- Accurate IT skills;– Outlook, Word, and Excel
- Ability to communicate with people at all levels (internal & external)
- Strong interpersonal skills
- Proactive and willing to take ownership of tasks and projects

- Well organised, with the ability to prioritise effectively and deal calmly with the pressure of deadlines and conflicting priorities
- Team orientated, flexible and enthusiastic with a positive and committed approach

This role is the ideal introduction to a career in HR and people management.

Salary: Real Living Wage (£12.60p/h)

Working hours: 37.5 hours per week, Monday to Friday (standard working pattern is 9am-5.30pm)

Location: Clifton, Bristol

Sanderson

Insights Assistant

About Sanderson

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- **Commitment** – we do things the right way and set high standards to support clients, colleagues, and candidates.
- **Reliability** – we do what we say we are going to do and are available to support clients, candidates, and colleagues.

About the role

Department: Insights & Innovation

Reports to: Insights and Innovation Manager

Overview:

The Insights and Media team uses data to help our clients make better hiring decisions. We conduct tactical research and strategic analysis so we can guide clients on

everything from workforce planning to salary benchmarking, employee value proposition development and media attraction methodology.

In order to build out an attraction strategy for a client, we must first understand the persona of the intended audience and then design adverts that will resonate with the desired candidates. To enable us to achieve this, we use data from power BI dashboards and analytics tools.

To enable a client to understand the wider business environment we help them by building bespoke reports, drawing on global industry knowledge and research to offer insights in a variety of areas including salary, diversity, population, talent availability and competitor analysis. This helps us identify international trends so we can ensure our clients continue to perform exceptionally.

As part of this internship, you will shadow and support on multiple projects across a range of live clients. We aim to prepare you to undertake a research and media analysis project independently during your time with us, with the opportunity to present your findings to senior stakeholders.

Tasks and responsibilities:

- Conduct research to gather information required for clients, which might include:
 - talent pool analysis
 - talent pool diversity
 - location strategies
 - salary benchmarking
 - competitor analysis
 - skills and jobs analysis
 - general market trends
- Media analysis
- Writing gender neutral adverts
- Analyse your research findings to generate recommendations and suggested strategies for clients
- Present your research to the rest of the team
- Support with wider projects including undertaking additional research, fact-checking and copyediting
- Joining internal and external Insight and Innovation meetings

What we expect from you:

- Able to communicate effectively in person, in writing and over video calls
- Experienced with Microsoft Office, particularly Outlook, Word, and Excel
- Confident interacting with people at all levels (internal & external)
- Strong interpersonal skills
- Proactive and willing to take ownership of tasks and projects
- Well organised, with the ability to prioritise effectively and deal calmly with the pressure of deadlines and conflicting priorities
- Team orientated, flexible and enthusiastic with a positive and committed approach
- Exceptional spelling and grammar
- Ideally an interest in data, business strategy and/or insights

What you can expect from us:

We will provide the opportunity to meet a variety of people and work on a number of small projects to develop your understanding of business. Skills learnt will include:

- Research
- Data Analysis
- Presentation skills
- Communication
- Networking
- Time Management
- CV Writing and Interview Skills

Potential future career paths could include:

- Business enablement
- Business management
- Media analyst
- Data analysis
- Business analysis
- Product analysis and management

Salary: Real Living Wage (£12.60p/h)

Working hours: 37.5 hours per week, Monday to Friday (standard working pattern is 9am-5.30pm)

Location: Clifton, Bristol

Sanderson

Marketing Assistant

About Sanderson

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Our services vary from individual permanent or contract hires, to the deployment of high performing project teams, and from executive search to fully outsourced recruitment solutions, including RPO and MSP. The idea of partnership is at the heart of everything we do at Sanderson. We listen to our clients' challenges, and work collaboratively to create tailored solutions.

All employees at Sanderson Solutions Group should consider these values within their everyday role expectations.

- **Collaboration** – we are at our best when working together as 'one team', collaborating and supporting each other to deliver great outcomes for our clients, candidates, and colleagues.
- **Bravery** – we are confident to speak out when we have ideas that can improve outcomes for clients, candidates, and colleagues.
- **Simplicity** – we always look for opportunities to make things more straightforward and enhance client, candidate, and colleague experience.
- **Commitment** – we do things the right way and set high standards to support clients, colleagues, and candidates.
- **Reliability** – we do what we say we are going to do and are available to support clients, candidates, and colleagues.

About the role

Department: Group Marketing

Reports to: Group Head of Marketing

Overview:

Marketing is a global Group function that supports the growth strategy of the organisation through generating awareness of Sandersons' brand and services and supporting the sales strategy to build a pipeline of leads for Enterprise Solutions and Sanderson Recruitment. The team develop and execute campaigns against a content strategy, targeting prospects and clients at each stage of the Buyer journey.

As Marketing Assistant, you will support the Group Head of Marketing and the Marketing team through developing, executing and reporting on campaigns via social media, on our website, in email campaigns and through events and webinars.

Tasks and responsibilities:

- Monitor and create posts for Sanderson's social channels.
- Support with website maintenance, including copywriting, editing using the WordPress CMS.
- Utilise HubSpot for building marketing lists and campaigns.
- Liaise with external agencies to create marketing collateral (e.g. social media graphics, brochures).
- Create and execute your own marketing campaign and associated content, aligning it to our overall strategy, content plan, and brand.
- Support with events and webinars where required.
- Create campaign reports to determine success and inform future campaigns.
- Undertake market and competitor research, helping to identify new trends and opportunities for Sanderson.

What we expect from you:

- Able to communicate effectively in person, in writing and over video calls
- Exceptional spelling and grammar
- Experienced with Microsoft Office, particularly Outlook, Word, and Excel
- Confident interacting with people at all levels (internal & external)
- Strong interpersonal skills
- Proactive and willing to take ownership of tasks and projects
- Well organised, with the ability to prioritise effectively and deal calmly with the pressure of deadlines and conflicting priorities
- Team orientated, flexible and enthusiastic with a positive and committed approach

- Ideally an interest in marketing and/or PR

What you can expect from us:

We will provide the opportunity to meet a variety of people and work on a number of small projects to develop your understanding of marketing and how it fits into wider business enablement. Skills learnt will include:

- Research
- Strategy
- Presentation skills
- Communication
- Networking
- Time Management
- CV Writing and Interview Skills

Potential future career paths could include:

- Marketing
- Social media management
- PR
- Copywriting
- Business strategy

Salary: Real Living Wage (£12.60p/h)

Working hours: 37.5 hours per week, Monday to Friday (standard working pattern is 9am-5.30pm)

Location: Clifton, Bristol

Squarcle

Human Resources Administrator

Important details: To be eligible for this role, you must be able to pass Security Check (SC) clearance – this means you must be a UK national. SC requires, at minimum:

- successful completion of the Baseline Personnel Security Standard
 - completion of a security questionnaire
 - a departmental/company records check
 - a check of both spent and unspent criminal records
- a check of credit and financial history with a credit reference agency
 - a check of Security Service records

About Squarcle

Squarcle is a growing strategy, operations and digital consultancy dedicated to driving the performance of our clients. We are people orientated and pride ourselves on our people first culture. Unlike many consultancies Squarcle is as equally dedicated to delivery as it is to design.

The Business Support department comprises of several functional leads that enable Squarcle to operate efficiently, safely and in accordance with all relevant legislative, regulatory and internal requirements. An essential and busy department within Squarcle that manages all the support functions from Compliance, Human Resources, Accounting and Finance and Executive support the business.

Squarcle is committed to equality and diversity and our aim is to build a diverse, dedicated, and high-performing team of subject matter experts to support our clients in achieving supply chain and operational excellence.

About the role

Reporting to the Recruitment and Human Resource Manager and working with the Business Support Director, the HR Administrator is responsible for identifying resource requirements, managing a potential applicant database, assisting in the recruitment, interview, onboarding and offboarding of personnel, assisting with the employee lifecycle and managing the commercial interface with external agencies.

Primary responsibilities:

- Manage and document the augmentation candidate trawls, CV preparation, and application process with external stakeholders.

- Assist the HR Manager with recruitment, interviews, onboarding, and offboarding processes.
- Assist the HR Manager with the Squarcle appraisal process.
- Develop and manage a potential applicant database for Squarcle roles.
- Assist the HR Manager with the Squarcle HR software and systems.
- Assist the HR Manager with handling disciplinary processes and formal grievances.
- Manage the purchase, recording, and receipt of employee benefits and rewards.
- Perform various general administrative duties (such as file creation and maintenance of ongoing administrative projects).
- Offer advice on T&S, including booking accommodation and travel.
- Organise and manage onboard meetings for new starters.
- Organise Training and documentation for new starters
- Provide general support to new starters, particularly on their first day.
- Update and maintain HR databases
- Support HR-related tasks such as booking training sessions and arranging courier services.
- Draft and issue formal HR letters

Secondary responsibilities:

- Assist the office administrator in completing office duties.
- Carry out other duties as specified by the Business Support Director / HR manager.

Required knowledge, skills and experience:

- Excellent organisational, time management and prioritisation skills.
- Negotiation and problem-solving skills
- Excellent communication skills, including the ability to listen and effectively verbalise ideas.

- The ability to remain calm in stressful situations including during disciplinary hearings or staff conflicts.
- Experience with Microsoft Office and ability to quickly learn to use new software systems
- Solid ethics and morals and sound judgement.
- Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

Desirable skills:

- A worthy team player dedicated to contributing toward the outcome desired by the team.
- High degree of emotional intelligence to effectively deal with increasingly diverse clients and teams.

Salary: Real Living Wage (£12.60 p/h)

Working hours: 38.5 hours per week, 8.30am-5.30pm

Location: Queen Charlotte Street, Bristol with periods of home working and client site visits

UWE

Molecular Biology Team Intern

Important details: This internship has slightly unusual working hours (8.30am-4.30pm Monday to Thursday, 8.30am-4pm Friday)

About UWE

We are one of the largest providers of Higher Education in the South West with 38,000 students and 4,000 staff from right across the globe. Based in Bristol, one of the UK's most exciting and forward-thinking cities, we are regionally embedded and globally connected, with an established network of employer and academic partners.

We are an ambitious and values led university. We're focused on solving future global challenges through outstanding learning, world-leading research and a culture of enterprise and we are looking for people who share our core values to help us achieve those aims.

UWE Bristol recognises the power of a truly diverse university community. Proud to be part of a vibrant, multicultural city that celebrates diversity, we're always on the lookout for talented people from all backgrounds to join us. Our people are our strength, and diversity enhances our creativity and leads to better decision-making and problem-solving. Bring your talent and ambition to our growing staff community of over 4,000 individuals and find yourself in a stimulating and supportive environment where you'll thrive. Add your individuality to ours to help set us apart.

About the role

Job title: Student/Graduate Strive Internship Scheme

Faculty/ Service: College of Health Science and Society (CHSS), School of Applied Sciences (SOAS) Technical Team

Overview:

Support and assist with project work and delivery as directed by recruiting managers from departments engaging with this scheme from across the university.

This role will offer an opportunity to gain experience and contribute to the provision of support to Professional Service / Colleges and its customers. Duties and responsibilities will vary across departments

Team responsibilities:

SOAS Technical Team – we provide technical support for practical sessions and simulation activities within the School of Applied sciences. We demonstrate practical sessions, assist with student projects, working alongside academics and students. We

ensure compliance with all health and safety regulations. We order reagents and equipment as required and ensure equipment is maintained, calibrated and safe to use.

The successful intern will be spending their time with the Molecular Biology Team who provide support for a wide range of subjects including Molecular Biology, Biochemistry and Immunology.

Your tasks and responsibilities:

- To assist in reviewing existing lab videos demonstrating common laboratory methods and techniques to assist students in new procedures.
- To revise scripts necessary for identifying what shots are required for capturing for videoing and liaise with film team over content.
- To plan and prepare reagents and laboratory kit required on filming days.
- To ideally be prepared to be filmed in video recordings.
- To produce any annotated images required to be added to video.
- Identify new areas that filming methods will be useful to new students/ classes.
- To follow Health and Safety guidelines
- To work effectively as a member of a team
- To plan and prioritise own workload and complete tasks within the agreed timescale

Skills and opportunities:

- Necessary steps required to successfully produce a lab demonstration video from beginning to end.
- How to prepare reagents.

- How to operate laboratory equipment required for filming.
- Time and workload management
- Working as part of a Team
- Contribution to future practical sessions for teaching through activities undertaken
- Opportunity to learn additional skills and Instrumental techniques alongside experienced technical staff members.

A successful internship will deliver the following for the School of Applied Sciences:

- A contribution to updating lab demonstration videos in the Molecular Biology Team
- Identifying new areas for filming to support new students and/ or existing students in new techniques

A successful intern will learn:

- Understanding of Health and safety within science
- Requirements to plan and execute video footage of laboratory techniques.
- How to prepare reagents and operate laboratory equipment for the videos.
- Understanding of how a university technical team operate during non-teaching to create resources to enhance the student experience and support research.

Possible career paths:

An internship within a UK university can provide valuable experience and insight into various careers within academia, research and professional services. You will gain insight into working in a large complex organisation and exposure to management, student support services, or academic research, providing a well-rounded understanding of the inner workings of a university environment and potential pathways for future career development.

A successful intern will gain useful experience for a role/career in the following sectors:

- Scientific research and development
- Biomedical Scientist

- Analytical Scientist / Analyst
- Teaching
- University, college or School technical role

Salary: Real Living Wage (£12.60 p/h)

Working hours: 8.30am-4.30pm Monday to Thursday, 8.30am-4pm Friday

Location: UWE Campus

UWE

Web Intern

About UWE

We are one of the largest providers of Higher Education in the South West with 38,000 students and 4,000 staff from right across the globe. Based in Bristol, one of the UK's most exciting and forward-thinking cities, we are regionally embedded and globally connected, with an established network of employer and academic partners.

We are an ambitious and values led university. We're focused on solving future global challenges through outstanding learning, world-leading research and a culture of enterprise and we are looking for people who share our core values to help us achieve those aims.

UWE Bristol recognises the power of a truly diverse university community. Proud to be part of a vibrant, multicultural city that celebrates diversity, we're always on the lookout for talented people from all backgrounds to join us. Our people are our strength, and diversity enhances our creativity and leads to better decision-making and problem-solving. Bring your talent and ambition to our growing staff community of over 4,000 individuals and find yourself in a stimulating and supportive environment where you'll thrive. Add your individuality to ours to help set us apart.

About the role

Job title: Student/Graduate Strive Internship Scheme

Faculty/Service: College of Health Science and Society (CHSS), School of Applied Sciences (SOAS)

Overview:

We are seeking a talented and motivated web development intern to join our team. The intern will have the skills and/or the experience of developing and maintaining web platforms and will be responsible for designing, developing and maintaining web applications.

The intern will work closely with members of the School of Applied Sciences leadership team to implement our web strategies.

Team responsibilities:

SOAS Leadership Team – The SOAS Leadership Team are responsible for all activities including academic, research and governance in the School of Applied Sciences at UWE Bristol. This group is comprised largely of academics who are responsible for providing academic education to students. In addition to this team, the Intern will be

working with members of the ARG (Adukwu Research Group) comprised of researchers investigating a range of microbiological and health challenges. The team are interested in addressing pressing global health challenges such as AMR and infectious diseases.

The successful intern will be spending some of their time with the School leadership team, the School employability team and the ARG to carry out a number of actions; review the current School of Applied Sciences employability website to enhance the current platform and to update the information on the website. In addition, this work will include developing and maintain a user-friendly web platform.

Your tasks and responsibilities:

The intern will be tasked with creating a number of responsibilities, creating a user-friendly website, review and maintenance of an existing website. This role will require that the applicant has an understanding and knowledge of front end and back-end technologies. This role is being offered on a full-time basis (6 weeks) or the equivalent on a part-time basis.

Skills & Opportunities

- Coding and web design experience (basic understanding of HTML, CSS and JavaScript)
- Problem solving skills
- Experience building or utilising WordPress
- Adobe Suite experience (illustrator, Photoshop etc.)
- Search Engine Optimization (SEO)
- Time and workload management
- Working as part of a team

Desired outcomes

- The intern will have successfully developed a new website during the period of the internship for the client
- A website review and refresh would be completed of existing websites
- The intern will have the opportunity to present and showcase the successful outcomes to diverse audiences as well as the internship showcase in the summer.

Career paths:

An internship within a UK university can provide valuable experience and insight into various careers within academia, research and professional services. You will gain insight into working in a large complex organisation and exposure to management, student support services, or academic research, providing a well-rounded understanding of the inner workings of a university environment and potential pathways for future career development.

A successful intern will gain useful experience for a role/career in the following sectors:

- Product design
- Web design
- Content creation
- Marketing

Salary: Real Living Wage (£12.60 p/h)

Working hours: 9am-5.30pm Monday to Friday

Location: UWE Campus

Willmott Dixon

Construction, Design & Quantity Surveying Intern

Important details: You must have access to a car to be considered for this role.

About Willmott Dixon

Willmott Dixon is a leading UK-based construction and property services company, delivering high-quality projects across a range of sectors, including education, healthcare, residential, commercial, and public infrastructure. Founded in 1852, the company remains privately owned and is recognised for its commitment to sustainability, innovation, and social value.

Our Vision:

- We will build on our history and reputation by undertaking our activities in a sustainable and responsible manner that contributes to society as a whole.

Our purpose:

- To deliver brilliant buildings, transform lives, strengthen communities and enhance the environment so our world is fit for future generations

What We Do:

- Construction & Project Delivery – We manage and deliver complex construction projects, ensuring they are completed on time, within budget, and to the highest standards.
- Design & Build – We work closely with architects, engineers, and consultants to develop practical and cost-effective design solutions.
- Quantity Surveying & Cost Management – We ensure projects are financially viable, managing budgets, procurement, and contract negotiations.
- Sustainability & Social Value – We are committed to net-zero carbon goals, using innovative building methods and engaging with local communities to create lasting positive impacts.
- Facilities & Property Services – Beyond construction, we offer building maintenance and facilities management to ensure long-term efficiency and sustainability.

Willmott Dixon is known for delivering major projects for clients such as local authorities, universities, housing associations, and businesses. With a strong focus on

collaboration, quality, and sustainability, we continue to shape the built environment across the UK.

About the role

We are offering a 6-week internship providing hands-on experience across three key areas of the construction industry: **construction/building management, design management, and quantity surveying**. You will spend **two weeks in each discipline**, gaining valuable insight into different aspects of project delivery.

What You'll Be Doing:

- **Construction/Building Management** - You will work on-site alongside our project teams, gaining experience in site operations, health & safety management, quality control, and subcontractor coordination. You will learn how projects are planned, executed, and monitored to ensure they meet deadlines and budget requirements.
- **Design Management** - You will be involved in reviewing and coordinating design information, working with architects, engineers, and consultants to ensure designs are practical, cost-effective, and compliant with regulations. You'll gain insight into how design and construction teams collaborate to bring projects to life.
- **Quantity Surveying** - You will assist in cost estimation, procurement, contract management, and financial reporting. This will provide you with an understanding of budgeting, tendering processes, and cost control measures used to keep projects financially viable.

Location & Travel:

You will be based in **Bristol**, with time split between our **Bristol office and various construction sites across the region**. As regular site visits are required, **having access to a car is essential**.

Attributes

- Building relationships across the organisation.
- Reflecting regularly on my own experiences and performance
- Seek to improve whilst remaining curious and willing to learn.
- Working in a team.

This is an excellent opportunity for a motivated individual looking to gain practical experience and develop key skills in a dynamic and supportive environment.

Salary: Real Living Wage (£12.60 per hour)

Working hours: 8.30am-5pm Monday to Friday. There is potential to undertake this internship part-time at three days a week (to be discussed at interview).

Location: Primarily our Bristol office in Eden Office Park, Pill. Client site visits are also required and will be discussed following an internship offer.