

Internship Opportunities

Strive 2026

About the roles

Of the initial 47 roles on offer for Strive 2026 across a range of industries, 23 are staying open for another week due to low application numbers.

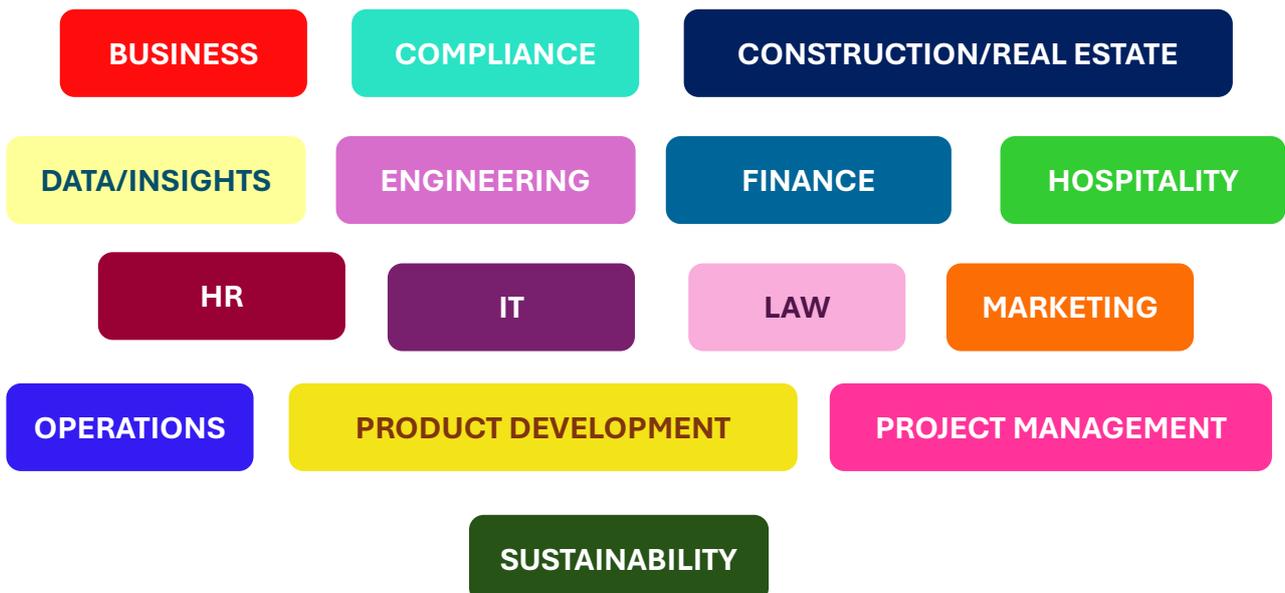
Each role is listed with the company and overarching career category marked at the top to help with navigation.

If a role is not 'tagged' with the specific career category you are interested in, we recommend reading through the job role regardless as many offer the opportunity to try different areas of the host organisation.

Wherever possible, roles have been designed to teach a broad range of transferrable skills. Even if a role does not align perfectly with the career you have in mind, it could still teach you valuable skills that will help you in the future.

If you have any questions or concerns, please email StriveInterns@sandersonplc.com.

Roles have been categorised as follows:



Contents

| Role | Page |
|--|-------------|
| <p><u>Legal Assistant</u> ARAG</p> <p>LAW</p> | 5 |
| <p><u>Events Team Member</u> Ashton Gate</p> <p>HOSPITALITY</p> | 9 |
| <p><u>Retail Assistant</u> Ashton Gate</p> <p>HOSPITALITY</p> | 12 |
| <p><u>Diverse Outreach & Inclusion Intern</u> Avon & Somerset Police</p> <p>BUSINESS HR MARKETING</p> | 14 |
| <p><u>Audit Associate</u> Bishop Fleming</p> <p>FINANCE</p> | 17 |
| <p><u>Tax Associate</u> Bishop Fleming</p> <p>FINANCE</p> | 19 |
| <p><u>Nature Conservation & Parks Ranger Assistant</u> Bristol City Council</p> <p>PROJECT MANAGEMENT SUSTAINABILITY</p> | 22 |
| <p><u>Service Desk Engineer</u> BOM IT Solutions</p> <p>IT</p> | 24 |
| <p><u>Cyber Security Intern</u> Hargreaves Lansdown</p> <p>IT</p> | 26 |
| <p><u>Legal & CoSec Intern</u> Hargreaves Lansdown</p> <p>LAW</p> | 29 |

| | |
|---|-----------|
| <u>Operations AML Intern</u> | 32 |
| Hargreaves Lansdown | |
| OPERATIONS COMPLIANCE FINANCE | |
| <u>Savings Operations Support Intern</u> | 35 |
| Hargreaves Lansdown | |
| PRODUCT DEVELOPMENT OPERATIONS FINANCE | |
| <u>Workplace Support Intern</u> | 38 |
| Hargreaves Lansdown | |
| OPERATIONS BUSINESS | |
| <u>Project Intern</u> | 41 |
| QinetiQ | |
| PROJECT MANAGEMENT ENGINEERING | |
| <u>Finance Assistant</u> | 44 |
| Sanderson | |
| FINANCE BUSINESS | |
| <u>Insights Assistant</u> | 47 |
| Sanderson | |
| DATA/INSIGHTS BUSINESS | |
| <u>Marketing Assistant</u> | 51 |
| Sanderson | |
| MARKETING | |
| <u>Technical Intern</u> | 54 |
| University of Bath – Faculty of Engineering & Design | |
| ENGINEERING | |
| <u>Capital Projects Intern</u> | 56 |
| Unite Students | |
| BUSINESS PROJECT MANAGEMENT CONSTRUCTION/REAL ESTATE | |
| <u>Central Operations Support Intern</u> | 59 |
| Unite Students | |
| OPERATIONS BUSINESS | |
| <u>Data Protection Intern</u> | 61 |
| Unite Students | |
| COMPLIANCE DATA/INSIGHTS BUSINESS | |

Group Reporting Intern **63**

Unite Students

COMPLIANCE **BUSINESS** **FINANCE**

Sustainability Intern **65**

Unite Students

SUSTAINABILITY **MARKETING**

Construction, Design & Quantity Surveying Intern **68**

Willmott Dixon

CONSTRUCTION/REAL ESTATE

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 of 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: £13.78 p/h (£25,075 FTE pro rata)

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). 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.

Working in the Events team at Ashton Gate is a fantastic opportunity to gain key transferrable skills such as networking, organisation, communication and management. You will be exposed to a wide variety of professionals both within the Ashton Gate team and during events. You can also meet with other departments within Ashton Gate if you wish (e.g. Sales, HR, etc) to learn more about those career paths and see how a large organisation works.

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:

- Qualification 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: National minimum wage (£10.85 p/h for those aged 18-20; £12.71 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). 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.

Working in the Retail team at Ashton Gate is a fantastic opportunity to gain key transferrable skills such as communication, organisation, relationship-building and management. You will be exposed to a wide variety of professionals both within the Ashton Gate team and during events. You can also meet with other departments within Ashton Gate if you wish (e.g. Sales, HR, Media etc) to learn more about those career paths and see how a large organisation works.

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.

Safeguarding

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

Salary: National minimum wage (£10.85 p/h for those aged 18-20; £12.71 for those aged 21+)

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

Location: Ashton Gate Stadium, Bristol

Avon & Somerset Police

Diverse Outreach & Inclusion Intern

Important details: This is a part-time role offered two days (12-16 hours) per week for six weeks. You will need to undertake National Vetting Clearance and Right to Work checks.

To pass Vetting Checks, you must be either a British Citizen, a citizen of the EU or other states in the EEA, or a Commonwealth citizen or foreign national with indefinite leave to remain in the UK and must have resided in the UK for a continuous period of 3 years immediately prior to submitting your application.

Vetting checks will include a background check and check of Police National Databases.

About Avon & Somerset Police

Avon and Somerset Police is a progressive and caring organisation made up of more than 6,700 dedicated people. As one of the largest police forces in England and Wales, we serve a diverse population of over 1.7 million across Bristol, Bath, Somerset, South Gloucestershire and North Somerset. From vibrant cities to rural and coastal communities, our teams work together to help people, prevent crime and support the places we serve.

Guided by our mission to **Serve, Protect, Respect** and our vision of **Outstanding policing for everyone**, we value individuality, empower our people to make confident decisions, and champion innovation and continuous learning. Our values—**Caring, Courageous, Inclusive and Learning**—shape everything we do.

Alongside more than 3,500 police officers, PCSOs and special constables, we employ thousands of staff in a wide variety of roles. Every individual contributes to helping people when they need us most.

We are now looking for a summer intern who shares our values and wants to make a real difference. We believe that people from all backgrounds and with diverse life experiences help us better represent and serve our communities. This internship, based in central Bristol, offers the chance to be part of an organisation committed to development, innovation and inclusive, outstanding policing.

[Why work for us? | Avon and Somerset Police](#)

About the role

Department: Organisational Development - Inclusion & Diversity

Reports to: Inclusion & Diversity Lead

Overview:

This internship offers an exciting opportunity to support Avon and Somerset Police's mission to deliver Outstanding policing for everyone. Working within the Inclusion & Diversity & Outreach team, the intern will help strengthen relationships with diverse communities, support inclusive practice, and contribute to projects that help us better reflect and represent the people we serve.

The role is perfect for someone who is passionate about community engagement, inclusion, learning from lived experience, and empowering people to feel respected and heard.

Tasks and responsibilities:

You will:

- Support outreach activity with local community groups, organisations and networks—helping to build understanding, trust and visibility of policing across diverse communities.
- Assist in planning and delivering events, workshops and engagement sessions that promote inclusion, representation and equitable access to policing services.
- Help review and develop internal resources, training materials and communications through an inclusion lens.
- Conduct research and gather feedback from communities to help shape our approaches to inclusive practice.
- Work collaboratively with staff networks, community partners and internal teams to support ongoing inclusion initiatives.
- Contribute to project planning, administration and evaluation.

What we expect from you:

We are looking for an intern who:

- Shares our values of Caring, Courageous, Inclusive and Learning
- Is curious, open-minded and keen to understand community experiences
- Has good communication and interpersonal skills
- Is confident working with all backgrounds of people
- Can manage tasks independently and work well as part of a team

- Wants to develop professional skills in inclusion, outreach, and public service

What you can expect from us:

- A safe, respectful environment where your individuality and lived experience are valued
- Opportunities to meet our staff networks and supportive colleagues across the organisation
- Regular check-ins, coaching and wellbeing support as well as access to role models and mentors from diverse backgrounds
- Professional Development through real tasks and hands-on project experience & skill-building opportunities in communication, research, teamwork and community engagement.
- Meaningful work & real impact with involvement in inclusion and community-focused projects with the opportunity to share your ideas and perspectives
- Engagement with internal teams, staff networks and community partners & networking opportunities across the organisation
- Guided by our values—**Caring, Courageous, Inclusive and Learning**—we foster a workplace where you can grow, contribute and feel respected.
- Insight Into future careers and exposure to a wide range of policing and staff roles for future careers and pathways
- Regular feedback to support your growth, with reflection session and review to celebrate your achievements.

Salary: National living wage (£12.71 p/h)

Hours: 12-16 per week, preferably worked as 2x full days but flexibility is available.

Location: Bridewell St, Bristol

Bishop Fleming

Audit Associate

Important details: This internship requires a predicted degree of 2:2 or higher, 3 A Levels (or equivalent) with minimum grades of BBC/112(280) UCAS points, and at least a 6 (B) in Maths and English at GCSE.

About Bishop Fleming

Bishop Fleming is a leading independent provider of [audit](#), [accountancy](#), [tax](#), and [advisory](#) services in the UK. With revenue of over £48m, the firm saw growth of over 15% per cent over the last 12 months.

From owner-managed businesses, SMEs, and large businesses; to entrepreneurs and private individuals; Bishop Fleming offers full services across a diverse range of sectors, including:

[Automotive](#), [Charities and Not for Profit](#), [Education](#), [Energy, Renewables and Natural Resources](#), [Financial Services](#), [Food and Drink](#), [Healthcare](#), [Hospitality and Leisure](#), [Housing Associations](#), [Manufacturing](#), [Private Client](#), [Professional Services](#), [Public Sector](#), [Real Estate and Construction](#), [Technology](#), [Media and Telecomms](#), and [Transport and Logistics](#).

Bishop Fleming is currently ranked fifth in the Accountancy Age Mid-Tier Power Index and is also the largest provider of audit services to multi-academy trusts in the academy sector.

With [9 offices](#) spanning from the West Midlands to the South West, the firm currently has 49 partners and over 500 staff, and is a certified Great Place to Work®.

Bishop Fleming is a member of Kreston Global, a global network of independent accounting firms in more than 100 countries.

The firm is recognised as a Responsible Business through its membership of [Business In The Community](#) – the leading responsible business network or organisations in the UK and in 2025 published its fourth annual [Impact Report](#).

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. Key duties will include:

- Delivering various aspects of an audit under supervision and guidance to assist with compiling evidence for an audit file.
- Engaging with clients to gather information, request evidence and documentation, in order to understand their business and support audit activity
- Identifying 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 (or equivalent)
- 3 A Levels (or equivalent) with minimum BBC grades / 112 (280) UCAS points
- At least a 6 (B) in Maths and English at GCSE level

Working hours: 36.25 / week

Salary: National Living Wage (£12.71 p/h)

Location: Temple Back, Bristol

Bishop Fleming

Tax Associate

Important details: This internship requires a predicted degree of 2:2 or higher, 3 A Levels (or equivalent) with minimum grades of BBC/112(280) UCAS points, and at least a 6 (B) in Maths and English at GCSE.

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From owner-managed businesses, SMEs, and large businesses; to entrepreneurs and private individuals; Bishop Fleming offers full services across a diverse range of sectors, including:

[Automotive](#), [Charities and Not for Profit](#), [Education](#), [Energy, Renewables and Natural Resources](#), [Financial Services](#), [Food and Drink](#), [Healthcare](#), [Hospitality and Leisure](#), [Housing Associations](#), [Manufacturing](#), [Private Client](#), [Professional Services](#), [Public Sector](#), [Real Estate and Construction](#), [Technology, Media and Telecomms](#), and [Transport and Logistics](#).

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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 will be able to draft advice and clearances for review and undertake technical research from the resources available.

You will need to plan your own work to ensure internal clients' deadlines and job budgets are met. You will communicate any problems to Executives/Managers, taking responsibility for work undertaken, ensuring all notes and assumptions are appropriately documented. You will 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 (or equivalent)
- 3 A Levels (or equivalent) with minimum BBC grades / 112 (280) UCAS points
- At least a 6 (B) in Maths and English at GCSE level
-

Working hours: 36.25 / week

Salary: National Living Wage (£12.71 p/h)

Location: Temple Back, Bristol

Bristol City Council

Nature Conservation and Parks Ranger Assistant

Important details: This role requires work outside across parks and green spaces.

About Bristol City Council

Bristol City Council is a vibrant local authority responsible for providing services to the 494,000-strong population of Bristol.

We provide hundreds of day-to-day services to support people who live or work in Bristol, from issuing business grants to providing social care to running the city's museums and parks. We deliver a range of services for people who visit the city too.

About the role

Job title: Nature Conservation and Parks Ranger Assistant

Department: Parks and Green Spaces (Management of Place Division)

This is a great opportunity to be part of our nature conservation and community engagement programmes, working in some of our most important parks and green spaces for nature.

You will work alongside our Nature Conservation Officers and Park Rangers, helping with wildlife recording, monitoring and undertaking practical habitat restoration tasks, including working with volunteers within our [Managing for Nature](#) programme. You will also support our summer tree maintenance programme through our [One Tree Per Child](#) project and assist with identifying suitable tree planting sites within our [ash dieback and canopy recovery](#) project.

Tasks and responsibilities:

- Work with Parks Rangers - meeting volunteers and undertake practical habitat management work
- Be part of our tree maintenance programme
- Survey potential tree planting sites, use our GIS / data recording systems – mobile and desk
- Work with Managing for Nature project team – insights into project management, project governance

- Work with ash dieback programme – surveying to identify high risk trees, ecological surveys
- Learn about our administration roles – e.g., working with volunteers

What we expect from you:

- A willingness to work as part of a team.
- An ability to take part in physical tasks.
- A willingness to work with technology including GIS.
- A willingness to learn and try new things.

What you can expect from us:

- Wildlife monitoring.
- Habitat management.
- Volunteer management.
- Tree planting and tree care.

Potential career paths:

- Parks Ranger
- Nature Conservation Officer
- GIS / Data Officer
- Park Manager

Working hours: 37 hours per week for 6 weeks

Salary: Real Living Wage (£13.45 p/h)

Location: Sandy Park (The Bungalow), Brislington

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

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: National Living Wage (£12.71 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, Hengrove, Bristol

Hargreaves Lansdown

Cyber Security Intern

Important details: There are two Cyber Security Intern roles available.

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: Cyber Security Intern

Department: CISO

Overview:

We have an exciting opportunity to join HL's Cyber Security team! A growing function which in an ever-evolving landscape of cyber-attacks provides a great opportunity to learn and be involved in protecting the UK's number 1 investment platform.

We are looking for an ambitious, bright, and passionate individual to join our team to help with the day-to-day running of the cyber security function across either Cyber Defence, Governing Risk & Compliance or Offensive Security.

Areas of focus include but not limited to: Security Operations, Incident Response, Attack Surface Management, Cyber Threat Intelligence, Risk & Compliance, Offensive Security, Product & Application Security.

Team responsibilities:

- Support with the running day to day of the operational teams
- Liaising across our Digital colleague teams to resolve security incidents
- Assistance with creating security documentation, policies and standards
- Providing input to help identify vulnerabilities, attacks patterns and emerging threats

- Opportunity to collaborate with a team of security experts across a wide range of disciplines
- Research into threats targeting relevant industries and companies to help inform our security teams

Your tasks and responsibilities:

As a new person to the cyber security team, you will quickly engage with many key cyber security stakeholders to understand the day-to-day operations ensuring to support and assistance in investigations, response and helping to improve the security posture of HL.

By learning the current processes and responsibility of the teams involved with protecting HL and our clients the candidate will help to operate and execute our daily cyber security duties as well as helping to plan and prioritise security improvement plans and enhancements to the function.

Skills and opportunities:

- Technical Cyber Skills
- Policy, Governance and Risk Management
- Operational Security
- Proactive Cyber Security
- Cyber Security Culture, awareness and training

Internship outcomes:

We hope you will be able to see multiple areas within a Cyber security team, of the company through shadowing on different areas within security, to be able to see and understand the required teams and areas to protect an enterprise level company.

Career paths:

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

Areas include:

- Security Operations
- Incident Response

- Risk Management, Governance & Compliance

The skills received can be translated across different industries.

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

Salary: National Living Wage (£12.71 p/h)

Location: College Square, Bristol

Hargreaves Lansdown

Legal & CoSec 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: 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: National Living Wage (£12.71 p/h)

Location: College Square, Bristol

Hargreaves Lansdown

Operations AML 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: Operations AML (Anti-Money Laundering) Intern

Department: Operations

Overview: Our Operations team plays a central role in the business, placing the client at the heart of every interaction while serving as the first line of defence against money laundering activities. Working alongside the Financial Crime Advisory and AML Screening Teams, we are responsible for KYC (Know Your Client) procedures, conducting CDD (Customer Due Diligence) protocols to verify/reverify individual clients and entities.

By utilising various systems, our operations team ensures strict adherence to regulatory compliance. Our colleagues pride themselves on maintaining the highest standards of accuracy in all our processes. If you are driven to succeed, have a willingness to learn and like to be challenged on a daily basis then please read on!

Team responsibilities:

- Processing client AML documents with accuracy and care.
- Assisting with the onboarding and verification of clients.
- Facilitating the verification of individual clients and entities.
- Acting as an intermediary between clients and HLs second line of defence (Financial Crime Compliance)
- Understanding and adhering to the relevant policies, controls, regulatory rules such as CDD.
- Communicating with our Clients in a variety of ways depending on preference, such as via letter, email, or secure message.

- Delivering a uniquely personalised service by listening to needs, resolving first time, and ensuring the right outcome for the client and HL.
- Recognising and escalating appropriately where there is an issue or concern.
- Supporting the team's risk and control activities to ensure good client outcomes and risk management culture.
- Working collaboratively with other teams within the business

Your tasks and responsibilities:

You will join the AML team in a role offering comprehensive training and support. Responsibilities will include processing and reviewing client documentation, using multiple different IT systems, identifying potential issues, and escalating where appropriate. You will also gain experience investigating more complex cases and using the knowledge you have gained to draw your own conclusions.

The role provides exposure to other areas of the business, including Financial Crime as well as potential opportunities in our Onboarding teams. Here you can learn about account opening journeys for ISAs, SIPPs, and Fund & Share accounts. This broader experience will help you build a strong understanding of HL as a business and develop into a well-rounded member of the organisation.

Skills and opportunities:

Some of the skills you will be able to develop include:

- Attention to detail.
- Interpersonal, organisation and communication skills
- Being proactive and using your initiative
- Proficiency in multiple finance systems
- Investigative and problem-solving skills
- Knowledge of regulatory and compliance requirements
- Ability to identify and support vulnerable clients.

Internship outcomes:

The desired outcomes and learnings that you will gain include:

- An understanding of HL, what we do and how it all works.

- Experience working in finance in a highly regulated environment.
- Gain transferable, practical skills by working in a fast-paced admin role.
- Collaboration and networking experience for professional development
- Improved confidence and communication capabilities in an office setting

Career paths:

You will have the opportunity to experience different areas within Operations (such as Onboarding) after receiving first-hand experience of highly transferable AML processes. This experience also makes you well placed to develop into other business areas to further your career at HL.

Areas include:

- Financial Crime
- Fraud Investigation / Market Abuse Unit
- AML Screening Team
- Risk & Compliance

The skills received can be translated across different industries.

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

Salary: National Living Wage (£12.71 p/h)

Location: College Square, Bristol

Hargreaves Lansdown

Savings Operations Support 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: 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: National Living Wage (£12.71 p/h)

Location: College Square, Bristol

Hargreaves Lansdown

Workplace Support Intern

About Hargreaves Lansdown

Hargreaves Lansdown is the UK's number one investment platform for private investors. We are based in Bristol and have been helping people with their savings and investments for over 40 years. More than 1.9 million clients trust us to help them manage their ISAs, pensions, SIPP's and savings in one simple place.

About the role

Job title: Workplace Support Intern

Department: HL Workplace

Overview:

We're delighted to offer an exciting opportunity to join HL's Workplace team. We're looking for an enthusiastic and motivated individual with strong attention to detail to help us improve and prepare our Workplace pension service as it continues to grow.

This internship will give you the chance to work with different teams such as Sales, Marketing, Communications, Project and Bid Management during an exciting period in Workplace.

Team responsibilities:

- Obtaining and reviewing new business opportunities
- Support the onboarding process of new workplace clients
- Supporting engagement and governance of existing clients
- Data management and processing
- Building stakeholder relationships in and outside the wider business

Your tasks and responsibilities:

- Add and update information in Salesforce to support our Business Readiness work
- Help with activities linked to new product launches
- Take part in team meetings and lead them

- Research how AI is used in our business and present what you find to the Workplace team
- Shadow the Wellbeing and Sales teams to understand client facing roles
- Help strengthen Workplace's relationships with the wider business

Skills and opportunities:

- Improve your presentation skills
- Learn how to work with different people and teams
- Build research and analysis skills
- Develop strong attention to detail
- Learn how to manage your time and daily tasks effectively
- Improve your communication and relationship-building skills

Internship outcomes:

By the end of the internship, you will:

- Understand how the Workplace service works across different teams
- Learn the full journey of how we support clients
- Gain insight into product development and data processes
- Build confidence working with others inside and outside the team
- Improve communication and presentation skills

Career paths:

This internship helps you explore different areas of the Workplace department. You may discover an interest in

- Marketing
- Operations
- Communications
- Relationship Management/Business Creation/Sales.

The skills you gain can be useful in many different industries.

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

Salary: National Living Wage (£12.71 p/h)

Location: College Square, 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 become an integral part of Team Advance, a collaborative partnership comprising QinetiQ, Accenture, BMT, Aviden, and Roke, supporting the TacSys Delivery Team. This team is responsible for managing a portfolio of Battlefield Communication and Information System (BCIS) capabilities and modernisation initiatives for the UK's Defence sector, with a primary focus on the Army.

You will be joining a long-running, complex programme that encompasses a diverse range of activities and capabilities, providing an exceptional opportunity to gain hands-on experience across multiple phases of the defence project life cycle. This includes exposure to project initiation, planning, execution, monitoring, and closure. You will work alongside highly experienced professionals, including many ex-military personnel, and gain insight into how effective project management methodologies – such as risk management, stakeholder engagement, and resource planning – underpin successful delivery.

Key areas you'll be supporting

As part of the project team, you will have the opportunity to contribute to and develop skills in the following areas:

- **Project Delivery:** Supporting the planning, execution, and monitoring of project milestones, deliverables, and objectives.
- **Logistics:** Assisting in the coordination of resources, equipment, and materials to ensure timely delivery.
- **Supply Chain Management:** Gaining insight into procurement processes, supplier engagement, and contract management.
- **Finance:** Supporting budget tracking, cost analysis, and financial reporting to ensure projects remain within scope and budget.
- **Digital Data and Technology:** Exploring the integration of digital tools and technologies to enhance project outcomes.
- **Systems Engineering:** Understanding the technical design, development, and integration of systems to meet operational requirements.

Day-to-day activities

In your daily role, you will:

- Participate in project meetings, contributing to discussions and gaining insight into decision-making processes.
- Shadow team members during engagements with stakeholders and project collaborators, observing how cross-functional teams operate.
- Engage with ongoing project activities, supporting tasks such as risk assessments, progress tracking, and reporting.
- Contribute to **Technology Watch** activities, helping to identify and evaluate emerging technology trends and innovations that could influence UK military land communication systems.

Collaboration opportunities

You will also have the chance to work closely with other organisations within the project consortium (e.g., Accenture, BMT, and potentially the Civil Service), gaining a comprehensive understanding of how multi-organisation collaboration drives project success. This will provide valuable insight into stakeholder management, inter-organisational communication, and the coordination of complex, large-scale defence programmes.

This is a unique opportunity to develop a deep understanding of project management principles, technology integration, and the delivery of long-term, high-impact projects within the Defence sector.

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

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

Salary: National Living Wage (£12.71p/h)

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

Sanderson

Finance 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: Finance

Reports to: Group Finance Controller

Overview:

As Sanderson's Finance Assistant, you'll join a collaborative team that keeps our large, multinational business running smoothly. You'll gain a practical understanding of how

financial decisions support wider operations, and build your confidence in professional communication, problem-solving, numerical accuracy and widely used software systems.

With the support of experienced colleagues, you'll see how information flows through a finance function and how stakeholders rely on timely and reliable data. By contributing to real work rather than shadowing from the sidelines, you'll gain highly relevant experience grounded in the realities of a modern business.

Alongside technical exposure, this internship provides space to explore where your interests lie across areas such as accountancy, financial planning, commercial analysis, and operational finance.

You will gain insight into the pressures, priorities, and rhythms of a busy finance team, giving you a clearer sense of the skills valued across the sector. The variety of tasks and interactions will help you develop a well-rounded foundation, from analytical thinking to relationship-building.

Tasks and responsibilities:

Accounts Payable

- Verifying contractor bank details over the phone
- Importing new placements from inTime to ITRIS
- Learning and resolving simple AP queries from the Timesheets mailbox (e.g. why a contractor hasn't been paid, changes to approvers, etc.)

Credit Control / AR

- Supporting with aged debt chasing (client calls, first-stage email chasers)
- Allocating incoming payments in Sage

Ad hoc

- Supporting the wider Finance team as needed with tasks as they arise, including joining meetings, shadowing senior team members, and joining new projects.

What we expect from you:

- Strong numerical accuracy and attention to detail
- Clear and confident communication skills (written and verbal)
- Ability to organise workload and manage competing priorities
- Willingness to learn new systems and processes
- An interest in Finance and/or Business
- Problem-solving skills and the confidence to ask questions
- Comfortable using Microsoft Office suite, particularly Excel

What you can expect from us:

We will provide you with the opportunity to meet a variety of people and work independently to develop your understanding of the finance function and how Finance fits into wider business operations and strategy within a multi-national company. Skills learned will include:

- Confidence using finance systems and data tools
- Understanding of core finance processes, from payment cycles to credit control principles
- Professional communication skills
- Ability to manage and prioritise workloads, balancing routine tasks with time-sensitive requests
- Stronger commercial awareness, understanding how finance supports business performance and decision-making
- Experience in interpreting financial information, such as payment allocations and basic reconciliation
- Confidence in stakeholder management, learning how to communicate clearly and professionally in a business context

Potential future career paths could include:

This role is an excellent introduction to the finance function within business, with a wide range of potential career paths including:

- Accountant
- Actuary
- Auditor
- Business advisor/partner
- Credit Controller
- Economist
- Finance Officer
- Paraplanner
- Payroll Administrator
- Financial Controller
- CFO

Salary: National Living Wage (£12.71p/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

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: 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 desire 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: National Living Wage (£12.71p/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

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: 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: National Living Wage (£12.71p/h)

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

Location: Clifton, Bristol

University of Bath – Faculty of Engineering and Design

Technical Intern

Important details: You should be currently studying an engineering discipline, with an interest in pursuing a technical career, as well as a strong interest in sustainable practices.

About the Faculty of Engineering and Design at the University of Bath

The Faculty of Engineering and Design at the University of Bath is a leading centre for innovation, research, and teaching across multiple engineering disciplines. Our departments include Chemical Engineering, Mechanical Engineering, Electronics and Electrical Engineering, and Architecture & Civil Engineering. We are committed to delivering world-class education and research while embedding sustainability into everything we do. Our laboratories provide state-of-the-art facilities that support both teaching and cutting-edge research, helping to shape the engineers and designers of the future.

About the role

Job Title: Technical Intern

Department: Faculty of Engineering and Design

We are offering a summer internship for a motivated individual to join our technical team as an Intern Technician. This role provides a unique opportunity to gain hands-on experience across the faculty's laboratories, learn how technical operations support teaching and research, and contribute to sustainability initiatives. You will work alongside experienced technicians and academics, helping to implement best practices and supporting the ongoing rollout of the LEAF framework. You will also engage with our central sustainability team to support your work in this area. 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

Tasks and responsibilities:

- Assist technical staff in the day-to-day running of laboratories across multiple departments.
- Learn and apply best practices for sustainability in lab environments.
- Support the implementation of the **LEAF framework** to improve resource efficiency and reduce environmental impact.
- Help maintain and organise laboratory equipment and facilities.
- Contribute to projects aimed at improving operational efficiency and sustainability.
- Observe and document processes to identify opportunities for improvement.

What we expect from you:

- A strong interest in engineering and related disciplines.
- A strong interest in sustainability and sustainable practices
- Willingness to learn and engage with technical processes and sustainability initiatives.
- Good communication and teamwork skills.
- Ability to follow instructions and work safely in laboratory environments.

What you can expect from us:

- Hands-on experience across a range of engineering and design laboratories.
- Mentorship and guidance from experienced technicians and academic staff.
- Training in sustainability best practices and exposure to the **LEAF framework**.
- Insight into technical operations supporting world-class research and teaching.
- A supportive and collaborative working environment.

Potential career paths:

This internship will provide valuable experience for anyone considering a career in:

- Technical support roles in engineering or scientific research.
- Laboratory management and sustainability consultancy.
- Engineering design and development.
- Academic or industrial research environments.

Working hours: 36.5 / week, flexible between 8am-6pm

Salary: National Living Wage (£12.71 p/h)

Location: Claverton Down Campus, University of Bath

Unite Students

Capital Projects Intern

About Unite Students

Founded in 1991, Unite Students is the UK's leading provider of purpose-built student accommodation. You can find us in 23 leading university towns and cities, with 68,000 students calling US home! We are driven by our values, culture, and a commitment to develop diverse and inclusive teams, filled with positive energy and new ideas.

We've been doing this for over 30 years, which means we're not only the UK's largest provider of student accommodation but also the most experienced. No-one knows students better. We use this insight to create homes designed around what matters most to students. We use it to deliver a best-in-class service, specifically designed to help students make the transition to university as quickly, as smoothly and as painlessly as possible and, after that, to be there when they need us.

Instinctive inclusion. We know that to create and maintain a happy healthy organisation, we have to work hard to ensure inclusion isn't just what we do but who we are.

People make Unite Students. Employees, students, neighbours all contribute to building environments where we can all thrive.

It's our shared purpose and we call it a Home for Success.

About the role

The Capital Projects Intern will support the delivery of priority capital programmes during the peak summer delivery period, contributing to clearly defined, time-bound workstreams that deliver tangible outputs.

This internship offers a full "start-to-finish" experience of capital project delivery, governance and decision-making without requiring extensive onboarding.

Key accountabilities and responsibilities

Driving cost discipline

- Refresh and consolidate project and cost trackers
- Support identification of cost variances and key drivers

- Produce a short insights pack highlighting savings opportunities and cost-control actions

Managing capital for the best returns

- Support capital planning by collating planned projects and understanding scopes
- Identify potential bundling opportunities across programmes
- Help produce a simple prioritisation and implementation summary to support informed decision-making

Unlocking value through project data and reporting

- Map how project data is captured across tools such as Monday.com, Glider and Tableau
- Support development of templates, dashboards and reporting cadence
- Contribute to a proposal for a practical “minimum viable improvement” plan to streamline reporting and insight

Supporting income and sales readiness

- Contribute to project readiness updates that support sales and operational timelines
- Assist with milestone tracking, risk logs and actions
- Support early work linked to formalising the capital programme for 2027

What we’re looking for

- An individual with an interest in capital projects, construction, project management or the built environment
- Strong organisational and analytical skills, with confidence working with data, trackers and reporting
- Commercially aware, with an interest in cost control, value and return on investment
- Comfortable engaging with stakeholders and asking questions to build understanding
- Able to produce clear, structured outputs suitable for senior and executive audiences
- Curious, proactive and keen to understand how large-scale projects are delivered in practice

We’re proud to be an equal opportunities employer and we’re passionate about building inclusive teams. We focus on creating a collaborative culture where you can be yourself, where your voice is heard and where you can truly belong. It is important to us that our people reflect the diversity of our students and the communities we work in. We celebrate being different and work together to be the best we can be.

Salary: Approx £14.00p/h (£27,300 pro rata)

Working hours: 37.5 hours per week

Location: Avon Street, Bristol

Unite Students

Central Operations Support Intern

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About the role

The Central Operations Support Intern will play a meaningful role in supporting the development of our Operations Playbook – a core deliverable within our 2026 plans that will shape how our operational teams work, communicate and deliver day to day.

Sitting at the heart of the business, the Operations Support team acts as the link between front-line operations and central support functions. This role offers a unique opportunity to gain exposure across customer experience, property operations and corporate support, while contributing to a real, high-impact piece of work that will leave a legacy beyond the placement.

Key accountabilities and responsibilities

- Support the development of the Operations Playbook, contributing to specific chapters or sections aligned to agreed priorities
- Assist with research, drafting and validation of content, ensuring it is clear, practical and user-focused
- Liaise with subject matter experts across Operations and Support Teams to gather insight, validate processes and reflect best practice

- Engage with front-line operational colleagues to test content and ensure it reflects real-world delivery
- Help organise and track feedback, updates and version control as content evolves
- Contribute ideas on how information can be structured and communicated in a clear, engaging and accessible way
- Support the Operations Support team with ad-hoc tasks linked to operational standards, processes and communications where appropriate

What we're looking for

- A collaborative and curious individual with an interest in operations, process improvement and how organisations work at scale
- Strong written and verbal communication skills, with the ability to turn complex information into clear, practical guidance
- Organised and detail-oriented, with an ability to manage tasks, timelines and feedback effectively
- Confident engaging with a range of stakeholders and comfortable asking questions to build understanding
- A proactive mindset — willing to contribute ideas, challenge assumptions and learn quickly
- An interest in customer experience, service delivery or operational excellence is an advantage, but not essential

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Working hours: 37.5 hours per week

Location: Avon Street, Bristol

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Data Protection Intern

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About the role

The Data Protection Intern will support the Data Protection by contributing to important compliance activity while gaining practical experience in how data protection is managed within a large, regulated organisation.

The intern's contribution will directly support the team's response to the ICO accountability tracker, helping to strengthen our approach to governance, transparency and compliance. This role offers a valuable introduction to data protection legislation and real-world application, alongside the opportunity to build confidence working with stakeholders across the business.

Key accountabilities and responsibilities

- Support the refresh of the Record of Processing Activities (ROPA), working with the Data Protection team to review, update and organise records
- Assist with identifying and managing data sets that have reached their retention period, supporting appropriate deletion in line with policy
- Engage with stakeholders across the business to gather information required for ROPA updates and data discovery

- Help maintain accurate documentation to support compliance and audit readiness
- Support wider activity linked to strengthening the organisation's response to the ICO accountability tracker

What we're looking for

- An individual with an interest in data protection, governance, risk or compliance
- Comfortable engaging with stakeholders at different levels and asking clear, respectful questions
- Organised and detail-focused, with an appreciation for accuracy and confidentiality
- Able to manage tasks methodically and follow defined processes
- Curious and keen to understand how legislation is applied in practice
- An interest in law, policy, data or information governance is beneficial, but not essential

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Salary: Approx £14.00p/h (£27,300 pro rata)

Working hours: 37.5 hours per week

Location: Avon Street, Bristol

Unite Students

Group Reporting Intern

About Unite Students

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About the role

The Group Reporting Intern will support the Legal Entity team in accelerating the review and preparation of entity information within our finance systems, helping to strengthen compliance and reduce regulatory risk.

With a large and complex portfolio of legal entities, this role provides valuable additional capacity during a critical review period. It is particularly well suited to a 6–8 week internship, offering clearly defined work, structured checks, and tangible deliverables, while giving the intern meaningful exposure to group reporting, financial controls and regulatory requirements.

This role combines analytical work with real-world learning, contributing directly to accuracy, efficiency and compliance at group level.

At the end of the placement, the intern will produce a clear **handover document** confirming which entities are ready for CFO sign-off and highlighting any outstanding issues. Their contribution will free up significant senior capacity, helping the team focus on reducing compliance risk and strengthening the group's overall control environment.

Key accountabilities and responsibilities

- Review a defined subset of **non-audited legal entities**, using a structured checklist to validate entity statistics and information
- Identify and investigate **questionable balances or anomalies**, raising queries and working with senior team members to understand and resolve them
- Support the investigation of **legacy intercompany trading balances**, contributing to the simplification of the internal ledger through proposed elimination entries
- Maintain clear records of checks completed, issues identified and outcomes agreed
- Use finance systems (read-only access), including **Oracle and FCCS**, to support analysis and validation
- Engage with colleagues across **Tax, Legal and Treasury** to build understanding of the group structure and the purpose of different entities
- Support the wider Group Reporting team during month-end activity where appropriate

What we're looking for

- A highly analytical individual with a strong interest in **finance, accounting or corporate reporting**
- Comfortable working with data and numbers, with strong **Excel skills** (including VLOOKUPS, pivot tables and data management)
- Naturally curious and confident asking questions to understand the “why” behind balances and structures
- Detail-focused, methodical and organised, with a clear appreciation of accuracy and risk
- Able to manage tasks independently while working closely with senior stakeholders
- An interest in regulatory compliance, group structures or financial controls is desirable, but not essential

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Salary: Approx £14.00p/h (£27,300 pro rata)

Working hours: 37.5 hours per week

Location: Avon Street, Bristol

Unite Students

Sustainability Intern

About Unite Students

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About the role

This summer internship offers a unique opportunity to gain hands-on experience within Unite Students' Sustainability Team during a busy and exciting period of delivery across our climate and sustainability programme.

You'll support a number of clearly defined projects that help translate sustainability ambitions into practical, visible action — from student engagement and energy initiatives to insight gathering and data storytelling.

This role is designed to provide a meaningful introduction to how sustainability works in a large, asset-heavy organisation, combining real business contribution with a strong learning experience.

Key accountabilities and responsibilities

Student & Resident Sustainability Engagement

- Support the creation of student-friendly sustainability communications linked to Unite's climate ambitions and Climate Transition Plan.
- Help shape ideas for engaging content, campaigns, or events that make sustainability relevant to everyday student life.

Energy & Decarbonisation: Practical Insight

- Support the team by summarising outputs from energy audits, identifying common themes and potential quick wins.
- Attend site visits, such as solar installations, to see sustainability delivery in practice.

Student Insight & Feedback

- Support a review of sustainability questions within the Global Student Living Index (GSLI).
- Explore how questions could better capture student awareness, behaviours and priorities.

Sustainability Data & Storytelling

- Support the organisation and collation of sustainability data.
- Help translate information into clear visuals and narratives for internal use.

What we're looking for

We're looking for someone who is curious about sustainability and keen to learn how it works in practice within a large organisation. You don't need previous work experience in sustainability — what matters most is your mindset, interest, and willingness to get involved.

We'd love to hear from you if you:

- Have a genuine interest in sustainability, climate change, or environmental issues
- Are curious and enjoy learning about new topics
- Can take complex information and explain it clearly and simply
- Are organised and comfortable working across several small projects at once
- Enjoy working with data, research, or written content
- Are confident communicating ideas and working with different people
- Take initiative and are happy asking questions when you're unsure

It would be helpful (but not essential) if you also:

- Are studying or have studied a related subject such as sustainability, geography, environmental science, business, or social sciences
- Have experience using tools like Excel, PowerPoint, or basic data visualisation

- Have been involved in sustainability projects, student societies, or community initiatives

Most importantly, we're looking for someone who is enthusiastic, thoughtful, and excited to contribute to real sustainability work that makes a difference.

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Salary: Approx £14.00p/h (£27,300 pro rata)

Working hours: 37.5 hours per week

Location: Avon Street, Bristol

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: National Living Wage (£12.71 per hour)

Working hours: 8.30am-5pm Monday to Friday.

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