

Role: Business Generation Internship  
Salary: £21,944 pro rata  
Start date: ASAP (January/February 2021)  
Location: home-based with potential travel within England and Wales

We are a start-up with fast-paced working practices and a team which is based across England and Wales. We provide professional services including strategy consultancy, management consultancy, bid-writing, project management, research and advisory across the education and related sectors. Our clients span the market, from schools and academy trusts to charities, to Local Authorities, to housing developers.

Some of our current commissions include:

- writing applications to open new mainstream and special schools
- project managing academy mergers and new school pre-opening
- research in deprived communities around their childcare needs
- supporting Trusts with leadership reorganisation to boost outcomes for students
- advising housing developers on educational strategies for new communities.

We react to the needs of our clients and the political environment in which they work. We pride ourselves on being trusted partners across multiple projects for our long-standing clients, and on being able to turn around a swift solution for those calling us for the first time.

There is no shallow end in a business as small and fast-paced as ours, so you will dive straight in. Our Business Generation Internship Passport incorporates the heart of our Consultancy Internship Passport, plus skills and activities tailored to the work of your new team. You'll work across all our business generation activities, including sales, marketing, research and digital. You'll be involved in prospecting, content generation, developing our data and direct contact with leads and clients. You'll also receive coaching from our Directors and staff team will help you to build on your existing interests and skills, preparing you for your next steps.

This vacancy is for an internship with an immediate start date. The typical length of a PAG internship is 4 - 6 months; internships under 6 weeks will only be given to exceptional candidates.

#### Character

We use the Table Group's 'Ideal Team Player' methodology in all our recruitment. You can read more about the methodology here:

<https://www.tablegroup.com/imo/media/doc/IdealTeamPlayerModel.pdf>

Assessing cultural fit is the central pillar of our interview process. Although your knowledge and skills will be valued, your clear communication, eagerness to develop in your career, and commitment to outstanding performance are the most important things your application will demonstrate.

#### Knowledge

This opportunity is open to candidates who meet either of the following criteria:

- students/graduates from any subject. Preference will be given to those who have studied in related fields, e.g. Education, Politics, Social Policy, Business, Marketing etc



- Candidates who may not be graduates but who have at least one year of experience in a related field, e.g. sales, marketing, education.

Although we don't need you to know everything, you must have an interest in education and an awareness of the relevant policy environment. We are a politically broad church, but you will need to be prepared to advise leads and clients to take advantage of the opportunities presented to them by the prevailing policy environment of the given moment.

#### Skills

You will have experience with, or a demonstrable aptitude for:

- Adobe Illustrator or similar tools
- CRM software e.g. Microsoft Dynamics 365
- Microsoft Office Suite

You will:

- be as comfortable working on your own at your desk as supporting our team in external meetings, managing your own time in line with a variety of priorities and deadlines.
- possess the patience and attention to detail to carry out administrative tasks swiftly and reliably.
- bring a balance between creative ideas and common sense to tackle challenges and take advantage of opportunities
- have demonstrable research skills, which may have been developed in a professional or voluntary setting outside academia
- be enthusiastic and eager to learn.

We would love to build on your specific interests and career goals. We are looking for candidates who have the drive, passion, and ambition to make the most of this opportunity, whatever that looks like for you.

We will be undertaking initial shortlisting during the week commencing 4<sup>th</sup> January 2021, so early applications to this role are strongly encouraged.

Please submit a CV and cover letter for this role to [katie.rusic@premieradvisory.co.uk](mailto:katie.rusic@premieradvisory.co.uk)

Your cover letter should include information on your Ideal Team Player profile and how you meet our person specification. CVs which are not accompanied by such a covering letter will not be considered.

