

Role: Internship

Salary: £22,984 pro rata

Start date: January 2022

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 Internship Passport will enable you to demonstrate training in and experience of all aspects of what we do. You will support the delivery team in their work supporting clients across the education, justice and health sectors. This will include the gathering and analysis of both primary and secondary data through field work and desk based research. We provide professional services from consultancy to project management to technical authoring to a wide variety of different clients. You'll work directly with our clients on a range of projects, contribute to business generation and learn about operational management within an SME.

This vacancy is for an internship with a January start. The length of the internship is 3 – 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](#).

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 students/graduates from any subject. Preference will be given to those

studying in related fields, e.g. Education, Politics, Social Policy, etc, or those who can demonstrate substantial interest in such a field.

Although we don't need you to know everything, you must have a strong 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 our clients to take advantage of the opportunities presented to them by the prevailing policy environment of the given moment.

Skills

You will:

- be an exceptionally articulate writer who is able to communicate with a variety of audiences.
- be enthusiastic and eager to learn.
- have proven skills in research (qualitative, quantitative, or ideally both).
- have a passion for education.
- be as comfortable working on your own at your desk as supporting our team in client meetings, managing your own time in line with a variety of priorities and deadlines.
- be a completer finisher with dedication to quality.
- 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 meet our clients' challenges.
- give intuitive problem diagnostics.

We would love to build on your specific interests, in education or more broadly. 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 are interviewing as soon as possible 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

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.