

Ethical Finance Hub Internship Placement Scheme

Ethical Finance Hub (EFH) has launched a unique internship placement scheme focused on ethical finance. The scheme, to be piloted in summer 2019, provides a unique opportunity for Scottish-based students and graduates to gain practical work experience within financial institutions and associated organisations committed to ethical finance in Scotland.

Background

Following a number of requests from students / graduates seeking an internship with the EFH, and given our strong relationships with financial and academic institutions across Scotland, we believe there is a role for the EFH to facilitate an internship scheme themed around ethical finance. As well as providing mutual benefits to industry partners and interns the scheme will play a key role in delivering the EFH's objectives in relation to raising awareness of ethical finance at the same time as building the capacity of future practitioners.

Summary

- Ethical finance themed 6 to 10 week summer internship programme*
- Available to Scottish based organisations and students / graduates
- EFH develops the project specification, markets the role, shortlists candidates and provides intern support before, during and after the project
- Industry partners pay an administration fee to the EFH and cover intern salary (at least the living wage) and agreed expenses
- EFH will raise awareness of ethical finance and build an engaged community of academics and students in Scotland.

**Although the focus will be on summer internships (June – September) we are happy to accept roles throughout the year and of varying durations.*

Indicative Projects

Internships will be project-focused with an element of general administrative and office support. Some examples (note that this is not an exhaustive list) of types of projects anticipated include:

- Market intelligence research and reporting
- Data collection, analysis and reporting
- Digital marketing support
- Communications and events planning.

Benefits

INDUSTRY PARTNER	INTERN
<ul style="list-style-type: none"> • Opportunity to bring fresh insight, academic rigour to a project that otherwise might not be completed • Participation in a structured programme with administration and management handled by EFH • Provide tangible opportunities to highly talented student / graduates • Dedicated resource to deliver short-term projects • Positive brand association with EFH and demonstrable commitment to ethical finance • Raise awareness and increase engagement with millennials • Opportunity to inspire prospective employees / customers • Low cost investment vis-à-vis time to manage recruitment process internally and cost of recruitment agency 	<ul style="list-style-type: none"> • Take ownership of / responsibility for a specific piece of work • Deliver a tangible contribution to an organisation operating in a live business environment • Develop an understanding of a key growth area within financial services • Build and develop technical knowledge and soft skills • Work with leading practitioners and grow professional network • Gain valuable experience of working within a SME or corporate environment

Process

Stage 1 - Profiling

- EFH and industry partner identify preferred skills, subject specialisms, interests and experience
- EFH and industry partner agree job specification and recruitment process

Stage 2 - Advertise

- EFH creates job advert and promotes through University networks, online platforms and social media

Stage 3 - Evaluate Candidates

- EFH reviews applications and, where agreed, conducts first interviews
- EFH prepares and shares a shortlist for the industry partner and organises industry partner interviews

Stage 4 - Selection

- Industry partner conducts interview(s) and selects the preferred candidate
- Industry partner makes an offer (EFH can contact references, check visa status if required) and intern signs contract (EFH can provide a template if required)

Stage 5 - Internship

- EFH induction (1 day)
 - EFH, where possible, convenes interns to provide an overview of the programme, learning objectives and assessments as well as deliver “An Introduction to EFH and the Ethical Finance Market” training module
- Internship programme
 - Orientation
 - Overview of organisation and values
 - Introduction to department and meet team (assigned a buddy and / or line manager)
 - Outline the project goals and objectives
 - Project
 - Planning
 - Work with line manager to scope project
 - Identify key stakeholders
 - Map out activities, tasks and timelines (including resources / assistance required)
 - Delivery
 - Execute plan
 - Reporting
 - Learning log
 - Meetings / calls with line manager
 - Project progress report meeting / call with EFH

Stage 6 – Review

- EFH will run an end of intern appraisal
 - Assessment (interview focused on performance, learning and outputs)
 - Intern presentation on experience
 - Feedback on programme

Contact

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