

## **Intern - Chief Executive's Office – One Housing Group**

**Looking for an opportunity for work experience and to develop skills and experience?**

**Want an insight into the ways that organisations function at a strategic level?**

An internship for a graduate is available in the Chief Executive's office of One Housing Group - a large Housing Association based in north London.

Working to the Chief Executive's PA, the intern will assist with all administrative tasks, including preparing for Board and Committee meetings. The post will provide experience of office administration and of supporting operational directors in an organisation. It will also provide an opportunity for insight into the strategic management of an organisation.

The role would suit those interested in Business Management or in future work as a Personal Assistant. Those interested in housing or working in the public sector may benefit as there may be a possibility of projects in other parts of the group.

Previous experience of administration or office work would be an advantage.

The post will be available for five days a week at £9 per hour (35 hours a week) for 3 - 6 months, with a possibility of an extension.

For more details about the position please see the Job Description below.

To apply email [intern@onehousinggroup.co.uk](mailto:intern@onehousinggroup.co.uk) with a copy of your CV and a covering letter showing how you comply with the person specification, what skills and experience you can bring, and why you are interested.

<b>Job Title:</b>	<b>Intern – Chief Executive’s Office</b>
<b>Reporting to:</b>	<b>Chief Executive’s PA</b>
<b>Department:</b>	<b>Chief Executive</b>

**PRINCIPAL RESPONSIBILITIES:**

The Intern will assist with administration, preparing for Committees and the Board, drafting correspondence, dealing with telephone queries and supporting the PA’s in their work for the Directors.

**MAIN RESPONSIBILITIES:**

1. Provide support to PA’s to the Chief Executive and other Executive Directors. This will include:
  - Preparation of papers for Committees and the Board
  - Dealing with incoming post,
  - Responding to telephone queries
  - Drafting correspondence and simple reports
  - Filing
  - Photocopying
  - Possible project work
2. Ensure that the Association’s Equal Opportunities Policy is adhered to at all times
3. Fully comply with the Association’s Standing Orders and Financial Regulations
4. Fully comply with the Association’s Health and Safety regulations at all times
5. To carry out other duties as required commensurate with the role.

**PERSON SPECIFICATION**

Category	Requirements
Essential	A first degree
Essential	Reasonable IT skills
Desirable	Previous work experience in an office and administrative skills
Desirable	An interest in housing, business management, or in becoming a PA