

Job Description Template

Job Title: Corporate Services Intern (1 year)
Reports To: Head of Corporate Services
Directorate: Finance & Performance
Location: Haywards Heath
Direct Reports: N/A

Job Purpose

Working within the Finance & Performance Directorate, the job holder will be responsible for providing a flexible and multi-disciplinary range of services to the organisation. Chief amongst these is the provision of:

- Provision of services to supporters and stakeholders across the organisation
- Assisting with a range of tasks undertaken by our Corporate Services team (through a helpdesk process), which is responsible for IT support, travel coordination, HR Operations, logistics, accounts payable, induction coordination, service delivery management and UK premises

Main Responsibilities

1. Provision of services to stakeholders across the organisation.
2. Provide day-to-day premises service to Haywards Heath, ensuring providers are able to complete necessary tasks and documentation is up to date.
3. Support the Corporate Services team and where appropriate, the wider Finance & Performance Directorate to complete necessary tasks and projects.
4. Assist the Head of Corporate Services with ad-hoc tasks and projects.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Knowledge, Skills and Experience

Knowledge (Education & Related Experience):

- Experience of working across cultures (*desirable, not essential*)

Skills (Special Training or Competence):

- Strong administration skills
- Excellent customer care skills, particularly over the telephone
- Strong written and oral communication skills
- Time management skills

- An understanding of and commitment to equality of opportunity
- Strong IT skills e.g. Microsoft applications

Core Behaviours:

- Communicating & influencing
- Team working
- Planning & organising
- Change & improvement
- Delivery and implementation

Key Relationships

Internal

- Other members of Corporate Services
- Other members of Finance & Performance
- Management team
- Country & regional offices & partners
- All employees

External

- Suppliers
- Contractors
- Peer Groups within sector