

MARCH 2019

JOB DESCRIPTION | POLICY AND PROJECTS INTERN

Responsible to:

Head of member services

Role:

To support the member services team in all areas of its work including improvement and development programmes and membership initiatives

Responsible for:

- Provide administrative and project support to a range of improvement and development programmes and membership initiatives
- Gathering, analysing and presenting information and intelligence including drafting reports, briefings and papers, undertaking research, monitoring key performance indicators and setting up/managing databases
- Contributing to the corporate development of NALC
- Undertaking such other duties and responsibilities of an equivalent nature as may be required by the Head of member services

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