



HISTORY & POLICY

Connecting historians, policymakers and the media

History & Policy internships with honorarium **Institute of Contemporary British History** **King's College London**

Internship Opportunity

Two internships, with £1,500 honoraria each, are available during 2015 for students of history or public policy at undergraduate, MA or PhD level at King's College London. Each internship is for three months, one day a week, at the History & Policy Public Affairs Office, Virginia Woolf Building, King's College London.

[History & Policy](#) is a unique collaboration between King's College London's Institute of Contemporary British History and the University of Cambridge History Faculty. H&P is the only national initiative working to improve public policy through an understanding of history. We support a network of over 500 historians around the UK and make historical research relevant and accessible to policy makers and shapers through our online publication programme and event series.

Working in a dynamic outward-facing environment at King's will prepare interns for the realities of professional life at the interface of academia and policy making. This internship programme, enabled by King's College London and Esmée Fairbairn Foundation, will enable students to gain experience in events planning, organisation and evaluating, various editorial skills, publicity, using social media for professional purposes, and project management.

The programme will allow students to learn more about public policy making in practice, the work of civil society organisations, and the challenges and opportunities for historians engaging in those processes. Interns will have the opportunity to attend H&P seminars in government and our public events (which interns will also help to organise).

Person Specification

Applicants must be studying for a BA, MA or PhD in history or public policy at King's College London (in any department, institute or centre), and be interested in the current political and policy environment, and in history.

Successful applicants will have excellent verbal and written communications skills, strong organisation and project management abilities, and good IT skills (in particular Microsoft Office). Ideally, you will have social media experience in a professional capacity. You should be confident dealing with a range of people, in person, by email and telephone.

Experience of working or volunteering in an office environment would be beneficial, as would writing for non-academic audiences. Other desirable skills include:

- Reliability, flexibility and adaptability to changing needs and circumstances
- Able to take the initiative and work independently when required
- Excellent time keeping

Dates and duration

Two internships are available:

- Internship 1: April-June 2015 (starting first week of April until end of June)
- Internship 2: September-December 2015 (starting second week of September until second week of December)

Each intern will work one day a week, either on Tuesday or Wednesday; and in addition, up to three Saturdays during the above periods (on H&P events) to make a total of 15 days per internship. If necessary, interns could work two half days per week.

Location and supervision

Work will take place in the H&P Public Affairs Office in Virginia Woolf Building, 22 Kingsway, King's College London. Interns will work with and be managed by the Public Affairs Manager, Fiona Holland, and, with regard to the H&P website, Graham CopeKoga, H&P Digital Communications Manager (based in Cambridge).

Honoraria

An honorarium of £1,500 is payable on satisfactory completion of each internship. No other funds, for example for lunch or travel, are available.

Application

To submit an application, please send the following, specifying whether you are applying for the spring or autumn internship:

1. A briefing on why history is relevant to a policy problem (of your choice) today. This would take the form of a bullet pointed summary, similar to the executive summary of each H&P policy paper, which you can see here: www.historyandpolicy.org/policy-papers (this briefing should be no more than one side of A4, minimum 11 point font).
2. Up to **500 words** explaining how your skills and experience meet the needs of this role.
3. Your CV (max one side A4/11 point min).

Please email your application to: fiona.holland@kcl.ac.uk

The application deadline is 3 March 2015, 23.59. Interviews for both internships are expected to be held the week beginning 23 March 2015.

www.historyandpolicy.org

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