

Education Administrative Intern Grantham Institute – Climate Change and the Environment

Join the dynamic and expanding Education programmes team at the Grantham Institute, where we deliver cutting-edge training in climate change and environmental science to PhDs, Masters, Undergraduates, and professionals alike. We're looking for a passionate and organised education administrative intern to help support our exciting upcoming activities during a busy period. In this role, you'll play a part in driving the success of our diverse range of programmes while helping to grow our vibrant network. This is a fantastic opportunity to work in a professional, friendly, and energetic team that's making a real impact on the future of environmental education. You will gain experience of working with students at all levels and build your transferrable skills in administration, data management, network building and communications.

Salary: £18.05ph including holiday pay

Term: Three months full-time (35hrs) or part-time (21hrs minimum), with the opportunity to extend if the projects require. Start date will be late October / November.

Location: Hybrid - the candidate will be expected to be at South Kensington campus at least 40% of time, co-located with the rest of the Education team.

What you would be doing:

You will be responsible for a range of administrative duties. These will include:

- Supporting the team with the organisation of training and educational activities across our programmes, including room bookings, ordering catering and liaising with partners. You would also be involved in student-facing events.
- Helping to develop our alumni network by tracking current alumni employment data and supporting the alumni committee.
- Drafting communications such as emails and information sheets.
- Managing data for our CRM, ensuring we capture details for all our stakeholders on the database.
- Collating registration information and providing data to the team.

Please note that job descriptions are not exhaustive, and you may be asked to take on additional duties that align with the key responsibilities mentioned above.

What we are looking for:

A candidate who meets the majority of the below:

- Organisational skills and attention to detail
- Experience in administrative duties, ideally including working with data / a CRM
- Someone who can work well with a team
- Ability to communicate professionally
- Proficiency in Microsoft, including Outlook, Teams, Excel, Word and PowerPoint
- An interest in climate change and the environment or working in an educational setting.

Further Information

The Grantham Institute sits at the heart of Imperial College London's work on climate change and the environment.

We drive forward discovery, convert innovations into applications, train future leaders and communicate academic knowledge to businesses, industry and policymakers to help shape their decisions.

If you require any further details on the role, please contact: Anne Houston (a.houston@imperial.ac.uk).

How to apply

Please email your CV and cover letter to a.houston@imperial.ac.uk by 9am **Tuesday 15 October 2024**. We will organise interviews with shortlisted candidates in the following weeks.

About Imperial

Imperial is a global top ten university where scientific imagination leads to world-changing impact. We have a vibrant community of 22,000 students and 8,000 staff, with nine London campuses and a global network.

Our Culture

We work towards equality of opportunity, to eliminating discrimination, and to creating an inclusive working environment for all. We encourage applications from all backgrounds, communities and industries, and are committed to employing a team that has diverse skills, experiences and abilities. You can read more about our commitment [on our webpages](#).

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate respect, collaboration, excellence, integrity, and innovation.