

## **Ecas Research and Campaigning Internship Scheme 2008**

### **Overview**

Interns should be made to feel welcome and valued in the working environment; they should have adequate workspace, resources and contact time with line-managers and other staff. - Each Intern has his or her own computer and desk. Interns are always welcome to talk to staff, along with being able to participate in meetings, where appropriate.

Interns should be offered all possible opportunities to learn about the workplace; be allowed to read publications and other materials, ask questions and attend meetings where appropriate. - Interns are welcome to attend most meetings on request, come to events and to engage in most tasks in the office.

Ecas should try to ensure that interns gain valuable experience and skills; work should include some challenging and stimulating tasks. - Interns are taken in as part of the research and campaigning team, and take part in a range of activities.

Interns should have an exit interview, with an appraisal of their performance and work and an opportunity to give feedback on their experience. - This is offered to all interns and they are encouraged to keep in contact with Ecas after they leave.

### **Working transparently**

Ecas has limited resources and, hence, limited recruitment opportunities; it is made clear at the beginning of the internship that it is not designed as a path to a job within the organisation.

Interns should be given a clear idea of their responsibilities and possible tasks, within which both employer and intern can work flexibly. – We will try to make sure that as much information about the internships as possible is given on our website. Potential interns are encouraged to ask any questions they have both before and during their internships.

Interns should be recruited through openly advertised competition; positions should not simply be offered to contacts. Specific adverts should be placed for interns, or we will state clearly on their website that they consider ad-hoc applications. - All internships are advertised clearly on our website. Ecas will operate a guaranteed interview scheme for disabled applicants.

### **Being fair**

Interns will receive travel and other expenses on the same basis as staff, incurred in the course of work, and Ecas should make efforts to ensure that internships are available to all and appointments will follow the Ecas Equal Opportunities Policy.

Ecas will endeavour to be sensitive to the pressures of working for nothing; where possible we will allow part-time working and will not expect interns to continue unpaid for extended periods. Doing an internship part-time or with flexible hours is considered on an equal footing with a standard full-time internship.

Ecas will offer interns advice on pursuing their chosen career path. Where appropriate, and will share contacts and experience, where appropriate, to help interns find paid work.