

Internship Role Development Guide for Host Organisations

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INTRODUCTION

This guide has been created to support organisations hosting McCusker Centre interns in their development of role descriptions.

About the Internship Program

Students

The McCusker Centre for Citizenship Internship Program is specifically designed to foster community-minded thinkers and leaders, to inspire students to become lifelong contributors to our communities and to promote awareness about challenging social issues. Every student who undertakes our internships is enrolled in a unit, which appears on their transcript. Our program attracts applications from a wide range of students, from first year undergraduates through to PhD candidates, from the range of disciplines offered at UWA. Our program is not a requirement of any course, which means that the students who apply are self-motivated to undertake a community internship.

Matching Process

Internship roles are developed by host organisations over the same period of time that student applications are open. Our student application form has been carefully designed to identify the strengths, experience and interests of each student. After the closing date for each round, McCusker Centre staff carefully match students – their strengths, experiences, and interests – with roles available in the round. This process results in our internship matches being overwhelmingly successful. It leads to a high completion rate and satisfaction rate for both students and organisations.

Outcomes

Our internships are different to course-specific practicum units and work-integrated learning programs. McCusker Centre interns work towards the following outcomes, regardless of the nature of their study and internship:

- Engage in real work in a community context;
- Gain an understanding of professional responsibility and citizenship by using knowledge and skills to positively contribute to the community;
- Reflect, think deeply and discuss cogently how the internship affected them and supported their learning about social challenges in the community and civic responsibility to address them; and
- Gain an understanding of the benefits that both the organisation stakeholders and the student gained from the exchange.

Specialist Skills & Equipment

While we attract an incredibly diverse and skillful cohort of students to the internships program, we cannot guarantee that students will be able to match specific skill-sets, such as use of a specific software program. You may indicate something of this nature in the role description,

however please be aware that it may not be possible to match a student with that exact experience.

As is standard with unpaid internships, the students are not required to provide their own specialist equipment or materials. Organisations will need to provide all necessary equipment, software, and materials required to carry out the work of the internship. In some cases, access to free software may be suitable to support the work of the intern.

Semester Internships & Intensive Internships

We offer internships all year round, which includes:

- 12-week semester internships (February-May and August-November) where interns work approx. 1 day per week; and
- 4- or 5-week intensive internships in Summer and Winter (November-December, January-February, and June-July) where interns work approx. 4 days per week.

Please consider the nature of the project/role that you are considering for an internship and its suitability for a semester-long or intensive internship. Projects that require significant engagement with different stakeholders and feedback processes, for example, are usually better suited to semester-long internships. Regional internships that require a student to travel away from Perth are usually better suited to Summer or Winter intensive internships.

If you are unsure at any point while drafting a Role Description, please contact the Internships Coordinator on:

- Email: internships@mccuskercentre.uwa.edu.au
- Phone: + (61) 8 6488 7553

Why Create Role Descriptions?

We ask organisations to create a role description for each internship in order to:

- Ensure that students undertake meaningful projects or activities during their internship;
- Clarify the expectations of the intern including tasks, responsibilities, and level of expertise required;
- Support the process of matching interns – their skills, experience, and interests – to suitable roles; and
- Enable roles to be promoted to students prior to application deadlines to attract high quality students with suitable skills and experience.

Using Role Description Samples

The McCusker Centre staff have identified some common role types and tasks over many years of coordinating internships. These have been developed into role description samples complete with key responsibilities and tasks.

Role descriptions clarify the expectations of an intern and provide general guidance. The actual projects or outputs that interns create during their internship vary greatly, including (but not limited to) research projects, evaluation, data visualisation, designing annual reports, and engaging stakeholders or community. Some projects have even included app development, video production, an environmental sustainability audit, or developing specialist programs for schools. Please find a list of internship project examples at the end of this document (pages 31-32) for inspiration.

We suggest following these steps in developing role descriptions:

1. Use the contents of this document to find the most suitable role description example(s) that reflect the type of intern you would hope to host and the kinds of responsibilities the internship would include.
2. Choose the most relevant options for 'Primary Responsibilities' and 'Activities' that will be involved in the internship, editing as required to accurately reflect the role.
3. Create a list of 'Key Duties' that you expect the intern to undertake during their internship, for which you may like to copy and paste some content from the example(s).

GENERIC ROLE DESCRIPTION TEMPLATE

Primary Details	
Host Organisation	
Location of Internship	
Intern Role Title	<i>(usually a combination of primary responsibility and project/program/topic)</i>
Internship Supervisor	<i>(name, phone and email)</i>

Internship Timeframe			
Semester 1 (March - June) <input type="checkbox"/>	Semester 2 (August - November) <input type="checkbox"/>	Summer <input type="checkbox"/> <input type="checkbox"/> Mid-Nov to Mid-Dec <input type="checkbox"/> Mid-Jan to Mid-Feb	Winter (June - July) <input type="checkbox"/>
Other Requirements	Police check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Working with Children Check?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Regional travel required? <small>*if yes, an additional proforma may be required.</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Any other requirements	(e.g. integrity check, vaccination records, driver's licence, citizenship status)	

Organisation Mission/Vision (max. 100 words)
<i>(brief description of the organisation and its purpose, where it works, who it serves, and what type of work it does)</i>

Role Description (max. 200 words)
<i>(brief description of the role including what the intern will be doing and what department, project, program, or community members they will be primarily interacting with)</i>

Key Duties

Your primary role is to...

(dot points listing the main duties, accountabilities and deliverables that the intern will be expected to do during their internship)

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research *(including policy development, environmental scans, best practice research, research support)*
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination *(including planning, support, delivery)*
- Communications and Marketing *(including social media, public relations, copywriting, campaign strategy)*
- Digital Content Creation *(including graphic design, videography, photography, sound recording)*
- Grants and Fundraising *(including grant writing, fundraising strategy)*
- Organisational Development *(including business systems, policies and procedures, service design, program development, organisational strategy)*
- Information Technology *(including data management)*

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing businesses or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)

- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community or stakeholder engagement (e.g. interviews, focus groups, consultation, working directly with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Please provide any specific software or technical experience required/desired:

Checklist

Host organisations must agree to the following:

- Intern has an available supervisor for the duration of the internship
- Intern has a suitable work station onsite and/or suitable support required to work remotely (*remote work must be previously agreed with the McCusker Centre for Citizenship*)
- The intern role and responsibilities outlined in this document are meaningful to the organisation and will ensure 100 hours are completed (*as per the academic requirements*)

ROLE DESCRIPTION SAMPLES

The following pages provide templates for different role types, offering a starting point to organisations for the task of developing role descriptions. These examples include suggested Key Duties, Primary Responsibilities, and Activities.

Project Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a project plan, including scope, objectives, and a clear timeline for deliverables and deadlines
- Execute the plan, including:
 - Conducting background research to inform the project (desktop research, interviews, community consultation)
 - Liaising with relevant staff and external stakeholders who may contribute to, or be impacted by, the project
 - Identifying any problems or opportunities relevant to the project
 - Exploring possible options for the project
 - Supporting relevant staff to deliver the project
- Throughout the project, consult with your supervisor and, as appropriate, other internal or external stakeholders, to inform the project
- Develop a report and/or presentation of the outcomes of the project, including any insights, recommendations or next steps as required
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Present the outcomes of the project to relevant internal and external stakeholders
- Report regularly to your supervisor on progress and findings throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (including policy development, environmental scans, best practice research, research support)

- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Research Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a research plan, including scope, methodology, and a clear timeline for deliverables
- Execute the plan, including:
 - Conducting a literature review on the topic
 - Conducting engagement, such as interviews, to inform your research (with subject matter experts, practitioners, stakeholders and/or community members)
 - Synthesising and/or analysing any data collected throughout, identifying any gaps which may require further research
- Throughout the project, consult with your supervisor and, as appropriate, other internal or external stakeholders, to inform your research
- Develop a report and/or presentation of the findings (which may include recommendations or next steps)
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Present the findings of the research to relevant internal and external stakeholders
- Report regularly to your supervisor on progress and findings throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)

- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Evaluation Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a research plan, including scope, methodology (including data collection and analysis, risks, limitations or considerations), and a clear timeline for deliverables
- Execute the plan, including:
 - Conducting engagement, such as interviews, focus groups or workshops as required (with subject matter experts, practitioners, stakeholders and community members)
 - Conducting primary data collection through document reviews, surveys, or other methods
 - Synthesising and/or analysing the primary data, identifying any gaps that may require further research
- Throughout the project, consult with your supervisor and, as appropriate, other internal or external stakeholders, to inform your evaluation
- Develop a report and/or presentation of the findings (which may include recommendations or next steps)
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Present the findings of the evaluation to relevant internal and external stakeholders
- Report regularly to your supervisor on progress and findings throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)

- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Community Engagement Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop an engagement plan, including scope, methodology and a clear timeline for deliverables
- Execute the plan, including:
 - Conducting engagement with community members/stakeholders (such as meetings, workshops, or online engagement)
 - Keeping a record of engagement undertaken (e.g. meeting minutes, attendance records) in line with organisation needs, record-keeping practices and privacy legislation
 - Collating and synthesising the data collected through the engagement activities, identifying any gaps that may require further engagement
- Throughout the project, consult with your supervisor and, as appropriate, other internal or external stakeholders, to inform your engagement
- Develop a report and/or presentation of the outcomes of the engagement, including any insights, recommendations or next steps as required
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Present the outcomes of the engagement to relevant internal and external stakeholders
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)

- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Event Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Research best practice design and delivery of similar events (including feedback from previous events held by the organisation)
- Develop an event plan, including scope, program, desired audience/invitation list, evaluation, and a clear timeline of tasks and deadlines
- Execute the plan, including:
 - Managing invitations/registrations
 - Booking venues and inspecting for suitability (including accessibility, location, capacity, format)
 - Booking services (e.g. catering, photography) and hire items (e.g. audio-visual equipment)
- Support program development
- Provide guest speaker or artist support
- Collaborate with marketing team on promotion of the event
- Carry out on-the-day event logistics, including setup and pack down
- Conduct an evaluation of the event and debrief with others involved
- Develop a report detailing the event, feedback, results of the evaluation, and recommendations for the organisation to take on board for their next event
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)

- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Marketing & Communications Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role (e.g. style guide)
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop an marketing and communications plan, including scope, objectives/targets, and a clear timeline of tasks and deadlines
- Execute the plan, including:
 - Conducting market research to understand the community/audience
 - Planning and scheduling posts across the social media channels
 - Working with the graphic designer to develop content, including creating design briefs
 - Ordering printed marketing collateral
 - Updating the website
 - Writing media releases and liaising with media outlets
 - Tracking and measuring the effectiveness of content and campaigns
- Develop training resources to help build capacity of staff and volunteers to undertake further marketing activities
- Develop a report detailing the marketing activities undertaken, the results (engagement, impact, sales, etc.), and recommendations for next steps/future marketing activities
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)

- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Digital Content Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role (e.g. style guide)
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a plan for creating digital content (graphic design / videography / podcasts), including scope, objectives, and a clear timeline of tasks and deadlines
- Execute the plan, including:
 - Conducting research to understand the community/audience and focus areas of the content
 - Planning and scheduling briefing sessions, interviews, and/or recording times
 - Undertake content creation
 - Seek feedback from your supervisor and any other relevant stakeholders
 - Edit and refine the content
 - Publish/post the content through the website, social media or other channels
- Develop training resources to help build capacity of staff and volunteers to undertake further content creation
- Develop a report detailing the content created throughout the internships, the results (engagement, impact, etc.), and recommendations for next steps/future content creation
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)

- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Grants & Fundraising Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a grants and fundraising plan, including scope, objectives/targets, and a clear timeline of tasks and deadlines
- Execute the plan, including:
 - Conducting research to understand the community/audience and the programs or causes that you are seeking funding for
 - Planning and scheduling meetings with relevant staff and external stakeholders to gain a thorough understanding of the requirements of the funding
 - Investigating possible sources of grants and other funding
 - Working with marketing staff to design and develop promotional materials
 - Supporting the organisation to plan and deliver a fundraising event
 - Supporting staff in writing grant applications
 - Tracking and measuring the effectiveness of content and campaigns
- Develop resources to help build capacity of staff and volunteers to undertake further fundraising activities
- Develop a report detailing the fundraising and grant-writing activities undertaken, the outcomes of it, and recommendations for next steps/future fundraising activities
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)

- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Policies & Procedures Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a plan for creating and/or updating organisational policies and procedures, including scope, objectives, and a clear timeline of tasks and deadlines
- Execute the plan, including:
 - Reviewing organisational governing documents (e.g. constitution) and existing policies and procedures
 - Investigating the requirements for policies and procedures to ensure compliance with laws and regulations
 - Liaising with relevant staff and board members who may contribute to, or be impacted by, the policies and procedures
 - Drafting new policies and procedures (using templates where available), incorporate feedback your supervisor and other relevant staff, and finalise the documents
- Develop a report detailing the work undertaken in updating policies and procedures, the outcomes of it, and recommendations for next steps/future development of the policies and procedures
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)
- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)

- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

IT & Data Systems Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role (e.g. data storage policies, privacy policies)
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a plan for improving the organisation's IT and data management systems, including scope, objectives, and a clear timeline of tasks and deadlines
- Execute the plan, including:
 - Reviewing organisational policies, procedures, and manuals relevant to IT and data management
 - Liaising with relevant staff and board members who may contribute to, or be impacted by, IT and data systems
 - Identifying the issues currently experienced by the organisation in relation to IT and data systems
 - Investigating possible solutions for the issues identified
 - Updating/cleaning data in the organisation's database
 - Working with relevant staff (e.g. IT staff, business systems analyst, operations manager), undertake work to improve the IT and data systems
- Develop a report detailing the work undertaken in improving the IT and data systems, the outcomes of it, and recommendations for next steps/future development
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)

- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

Youth Program Intern

Key Duties

- Familiarise yourself with your host organisation, its vision, purpose, services, the communities it serves and the problems or opportunities it seeks to address
- With your supervisor, familiarise yourself with your host organisation's policies, procedures, and any other guiding documents relevant to your role
- With your supervisor, gain a thorough understanding of your role and how your work will contribute to the organisation and its communities
- Develop a plan for designing or improving the organisation's youth program, including scope, methodology and a clear timeline for deliverables
- Execute the plan, including:
 - Conducting engagement with young people in the community relevant to the organisations (such as meetings, interviews, workshops, or online engagement)
 - Keeping a record of engagement undertaken (e.g. meeting minutes, attendance records) in line with organisation needs, record-keeping practices and privacy legislation
 - Collating and synthesising the data collected through the engagement activities to gain insights about how the youth program should be designed
 - Supporting staff to deliver parts of the youth program
- Throughout the project, consult with your supervisor and, as appropriate, other internal or external stakeholders, to inform your work
- Develop a report and/or presentation of the work undertaken in designing or improving the youth program, the outcomes of the work, and recommendations for next steps/future development
- If necessary, develop handover materials for a staff member or subsequent intern to continue the project into the next phase
- Present the outcomes of the youth program work to relevant internal and external stakeholders
- Report regularly to your supervisor on progress throughout

Responsibilities & Activities

Which best describes the primary responsibility of the internship role? (select one)

- Research (*including policy development, environmental scans, best practice research, research support*)
- Evaluation
- Community/Stakeholder Engagement
- Event Coordination (*including planning, support, delivery*)

- Communications and Marketing (*including social media, public relations, copywriting, campaign strategy*)
- Digital Content Creation (*including graphic design, videography, photography, audio*)
- Grants and Fundraising (*including grant writing, fundraising strategy*)
- Organisational Development (*including systems, policies & procedures, service design*)
- Information Technology (*including data management*)

Which best describe the activities the intern will undertake? (select all that apply)

- Literature review
- Data synthesis or analysis
- Data visualisation
- Evaluation or measurement (of a project, service, intervention, event, etc.)
- Writing business cases or proposals (including grants)
- Professional writing and presentation (e.g. reports, PowerPoint presentations)
- Creative writing (including copywriting)
- Marketing or fundraising strategy development
- Social media management
- Public relations
- Planning and/or delivering events
- Community/stakeholder engagement (e.g. interviews, workshops, working with community)
- Graphic design
- Video production
- Sound production (e.g. podcast development)
- Website development (e.g. updating content via a CMS)
- Computer programming or coding
- IT support (including database management)
- Using Microsoft Excel or similar program
- Writing or updating policies and procedures
- Designing/improving services or processes
- Project coordination/management
- Administration/organisational support
- Other (*please specify*):

INTERN PROJECT EXAMPLES

To give further guidance and inspiration for developing role descriptions, please see below a list of examples of projects that students have undertaken in their internships.

- **Research for the State Library of WA** – an Economics and Management student worked with a fellow intern to research the role of social services in a library setting, looking specifically at how to best to integrate social work concepts, practices (and potentially social workers themselves), into the State Library of WA’s ecosystem. See more at <https://mccuskercentre.uwa.edu.au/news/the-research-project-lucy-craske-worked-on-during-her>
- **Research for Bethanie** – a Biomedical Science student worked with a fellow intern to investigate intergenerational stereotypes within WA society and the influence they have on youth’s perception of aging and elderly people, including a literature review, conducting a survey, and identifying relevant intergenerational programs from around the world. See more at <https://mccuskercentre.uwa.edu.au/news/close-the-gap-on-intergenerational-divide>
- **Evaluation for WA Aboriginal Leadership Institute** – a Biomedical Sciences student intern collated and analysed data from the Yorga Djenna Bidi Aboriginal Women’s Leadership Program participant surveys and created an evaluation report. See more at <https://mccuskercentre.uwa.edu.au/news/intern-makes-direct-and-lasting-impact>
- **Resource development for Legal Aid WA** – a Law student intern developed resources to help explain the Child Protection legal process to Aboriginal people who may speak English as a second or third language. See more at <https://mccuskercentre.uwa.edu.au/news/first-job-for-uwa-law-graduate>
- **Communications (including Annual Report) for Zonta House** – a Communications student intern updated a bank of social media templates, reviewed education booklets, and redesigned the 2018/2019 annual report. See more at <https://mccuskercentre.uwa.edu.au/news/superstar-student-intern-makes-her-mark-on-zonta>
- **Community engagement for the City of Stirling** – a Bachelor of Science student intern assessed employment and community engagement opportunities for CALD community members, writing a series of reports that documented the City’s current community engagement services, outlined best-practice models to improve refugee employment opportunities, and entered client data into its client database platform. See more at <https://mccuskercentre.uwa.edu.au/news/being-on-the-front-line-and-directly-engaging-with>
- **Online portal project for the Community Arts Network of WA** – the intern developed the Multicultural Arts Portal (MAP), an online portal connecting culturally and linguistically diverse (CaLD) artists and communities with arts and cultural organisations in WA. See more at <https://mccuskercentre.uwa.edu.au/news/internship-leads-to-graduates-greatest-professional>

- **Data visualisation for Wungening Aboriginal Corporation** – a Computer and Data Science student supported staff to establish visual tools for ongoing evaluation of Wungening’s services, resulting in a series of dashboards that visually told the story of Wungening’s program outputs and outcomes. See more at <https://mccuskercentre.uwa.edu.au/news/wungening-aboriginal-corporation-gives-intern-the-opportunity>
- **App development for Men’s Resource Centre Albany** – a Masters of Professional Engineering student developed a smart phone app aimed at supporting men’s physical and mental health. See more at: <https://mccuskercentre.uwa.edu.au/news/where-are-they-now-alex-arnold>
- **Environmental sustainability audit for Perth Festival** – a Master of Professional Engineering student conducted an environmental sustainability audit, including estimating the Festival’s carbon footprint and producing an ‘emissions calculator’. See more at <https://mccuskercentre.uwa.edu.au/news/university-of-wa-master-of-professional-engineering>
- **New music programs for Challis Primary School** – two Music Education student interns worked closely with the music teacher and students at Challis to create an innovative music engagement program, which they then delivered at the school every Thursday morning. See more at <https://mccuskercentre.uwa.edu.au/news/music-students-challis>
- **Outreach program support for PATCHES Paediatrics** – a Medicine student supported the program focused on child development and early intervention services for hard-to-reach children and young people, including helping to build a database for the future collection of information related to patients with foetal alcohol spectrum disorders (FASD). See more at <https://mccuskercentre.uwa.edu.au/news/patches-paediatrics-and-the-kimberley-an-interns-perspective>

There are many more different project examples available to explore at <https://mccuskercentre.uwa.edu.au/news>

ADDITIONAL RESOURCES

Further resources designed to support organisations in developing roles and hosting interns are available at <https://mccuskercentre.uwa.edu.au/organisations>

If you need further support in designing a role or have questions about hosting interns, please contact the Internships Coordinator at the UWA McCusker Centre for Citizenship:

- Email: internships@mccuskercentre.uwa.edu.au
- Phone: + (61) 8 6488 7553