

JOB DESCRIPTION

GRADUATE INTERNSHIP PROGRAMME 2025

1.	Internship Title	036197 Sanctuary Intern
2.	Duration	6 months
3.	Working Week	The appointee will work 35 hours per week together with such additional hours as may be required from time to time for the proper discharge of their duties. This may include working evening hours on occasion. A flexible approach to work is needed, as the role may require some out of hours work and Saturday work occasionally throughout the academic year
4.	Department	EDI
5.	Reports To	Dr Allison Kenneally
6.	Description of Post	<p>This internship provides an opportunity for recent SETU graduates to gain valuable experience bridging the gap between study and work. They will develop their skills and knowledge base in a workplace setting under the full support and guidance of a SETU mentor.</p> <p>In addition, the intern will be able to apply their knowledge in a real work environment, gain networking opportunities and build their confidence, thus enhancing their career prospects.</p> <p>The purpose of the role is to support the administrative operations of SETU's Sanctuary programme that provides scholarship and financial support to refugees and international protection applicants, and duties may include the following:</p> <ul style="list-style-type: none"> • Assist the EDI Office in the maintenance of Sanctuary applications, payment, communication and related records concerning Sanctuary students and applicants. • Assist in the promotion, marketing and communicating information with regards to the Sanctuary scheme. • Assist in creating or gathering content for social media relating to the Sanctuary scholarship scheme. • Acting as a single point of contact with Sanctuary scholars and signposting relevant support staff regarding the support of Sanctuary scholars. • Assist in evaluating the programme. • Assist in the building of relationships between SETU and community organisations and others, supporting refugees and IPAs accessing education • Undertake other duties as required by the line manager, or members of the Sanctuary Working Group or other designated officer of SETU.
7.	Essential Requirements	<ul style="list-style-type: none"> • A relevant SETU Level 8 Honours Degree (first or second-class) or relevant SETU Level 9 Masters degree from 2023 or 2024 OR • A final year SETU student in the 2024/25 academic year
8.	Desirable Qualifications/Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent team working and time management skills

		<ul style="list-style-type: none">• Excellent written and verbal communications and presentation skills• Enthusiastic and motivated• Excellent IT skills• Professional manner• Awareness of Sanctuary culture and values• Awareness of challenges faced by refugees and IPAs in a higher education setting• Applications from people with lived experience of the international protection system are most welcome
9.	Salary	€2,055 per month