



## CAPA LONDON SAMPLE INTERNSHIP LIST POLITICS



### INDUSTRY DESCRIPTION

Students who are applying for an internship in Politics should ideally have accumulated some knowledge of the UK political structures and systems. In addition, knowledge of the US political system would be advantageous. Previous office experience is an advantage although not essential and it is important that students have strong written and oral communication skills. Applicants should also include details of relevant coursework and any previous experience in their application.

### EXAMPLES OF PAST PLACEMENTS

Please note that the following sites are a brief cross-section of current CAPA internship host sites and should not be considered as a guaranteed location for your placement. All internship & service learning placements will be dependent upon each individual applicant's application documents, prior experiences, demonstrated skills and their aspirations and goals.

<p style="text-align: center;"><b>Civil Service College</b></p> 	<p>Civil Service College is a training provider that specialises in governance, government and public administration. Their tutors are former civil servants that have extensive experience as practitioners and teaching experience at the former National School of Government.</p>
<p style="text-align: center;"><b>The Conservative Party</b></p> 	<p>The Conservative Party, officially the Conservative and Unionist Party, is a centre-right political party in the United Kingdom. It is currently the governing party, having been so since the 2010 general election</p>
<p style="text-align: center;"><b>Local Government Association</b></p> 	<p>Based in Westminster, close to the Houses of Parliament and Whitehall, the Local Government Association is a voluntary lobbying organisation, acting as the voice of the local government sector, and an authoritative and effective advocate on its behalf.</p>
<p style="text-align: center;"><b>The Green Party</b></p> 	<p>The Green Party of England and Wales promotes the policies of ecological sustainability, a fairer more stable economy, a more equal society, a higher standard of democracy and accountability of politicians to the communities they serve, and social justice on the global level as well as in our own country.</p>

<p><b>The Labour Party</b></p> 	<p>The Labour Party is a party of government in the UK. It is a democratic socialist organisation left of centre and equating in the US to the Democrats. Students have the opportunity to work in an MP's Office where they can gain valuable insight into the British political system and the work carried out by an MP.</p>
<p><b>The Taxpayers' Alliance</b></p> 	<p>The TaxPayers' Alliance is the UK's grassroots campaign for lower taxes and cuts in wasteful government spending. Founded in 2004, we have evolved into a unique organisation with a dedicated staff whose rigorous research and eye-catching campaigns ensure that the voice of the taxpayer never goes unheard.</p> <p>We have played a major role in changing the political debate and our pioneering work exposing government waste has increased accountability across Government. We have fought off some damaging threatened tax rises and achieved growth-creating tax cuts that prove our restless campaigning can change policy for the better. Our work has been recognised with a number of awards, none more prestigious than the worldwide Templeton Freedom Award, presented by the Atlas Network in 2013 for "exceptional think tank achievement" for our Single Income Tax plan for tax reform.</p>

### POTENTIAL PROJECT OPPORTUNITIES

Project opportunities will be dependent upon the current needs within the organisation and the demonstrated skills and abilities shown by each intern. It is imperative to remember that project opportunities will develop over time and throughout internship placements. Projects may include but are not limited to:

<b>Constituent Liaison &amp; Meetings</b>	<b>Press Releases</b>
<b>Information Dissemination</b>	<b>Report Writing</b>
<b>Media Work</b>	<b>Research</b>
<b>Membership Enquiries &amp; Administration</b>	<b>Survey Analysis</b>
<b>Policy Work &amp; Campaigning</b>	<b>Vox Pops</b>

### TRANSFERABLE SKILLS

It is essential to maximise every opportunity within the internship placements. If tasks and duties are approached in a professional manner, interns can take away additional skills and abilities that will be of benefit to their personal and professional development. Transferable skills sets include but are not limited to:

<b>Accuracy &amp; Attention to Detail</b>	<b>Planning &amp; Organisation</b>
<b>Administrative Skills</b>	<b>Research &amp; Information Gathering</b>
<b>Effective Written &amp; Oral Communication</b>	<b>Networking</b>
<b>Stakeholder Management</b>	<b>Understanding of the British Political System</b>

## **PERSONAL PROFESSIONAL DEVELOPMENT**

Through their internship and extra-curricular activities, we work to help students develop the following skills:

1. **Networking:** The ability to intentionally and purposefully connect and interact with others in order to develop professional and social relationships.
2. **Communications:** The ability to receive, interpret and articulate information and ideas effectively.
3. **Remote Collaboration:** The ability to utilise IT resources to connect virtually with others and achieve collective goals and objectives.
4. **Global Perspective:** To develop skills required to live and work in an interdependent world through forming an understanding of connections between one's own life and those of people across the globe.
5. **Cultural Awareness:** To develop an understanding of oneself, others and to embrace and appreciate diverse and complex perspectives, values and beliefs.
6. **Organisation, Time Management and Prioritisation Skills:** The ability to achieve identified outcomes by using your time, energy and resources in an effective and productive manner.
7. **Problem Solving:** The ability to find solutions to difficult or complex issues and to manage moments of uncertainty or ambiguity.
8. **Adaptable:** The ability to adjust oneself readily to different conditions and environments.
9. **Goal Setting:** The ability to identify, form and implement actions that will guide you towards predetermined aims and objectives.
10. **Career Based or Vocational Skills:** The development of specific knowledge or abilities related to an occupation.