

9th October 2018

Dear Changemaker,

RE: Digital Internship

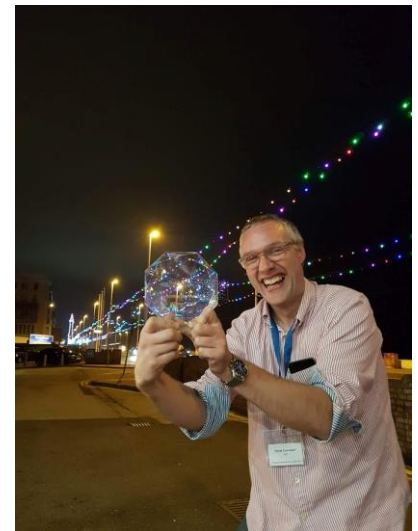
Thank you for your interest in our Internship. This is a unique, one-off role, provided through the Time to Shine Programme and funded by the Rank Foundation/Big Lottery NI (see <https://rankfoundation.com/engaged-philanthropy/time-to-shine/>).

The Time to Shine programme is one of the most innovative and stimulating opportunities the voluntary sector has to offer. We speak from experience, as in 2018, we have benefitted from a RANK Intern to help us create new enterprise activities. This is an entirely separate role but one which is just as exciting as we strive to take CAN to the next level...

Please find attached, an application pack for the above post which includes the following documentation:

- Job Description & Personal Specification;
- Equal Opportunities Monitoring Form.

Please note that the RANK Internship is not just for recent school-leavers/graduates but is open to ANYONE...from 17-100+! You might be wanting a career change or taking the first step into the digital landscape, be a self-taught web-designer or a blogger by night...as long as you have the skills and the passion, we want to hear from you!



Graduate Trainee, Derek showing off our recently acquired RANK Accelerator Award in Blackpool (October 2018)

So, please tell us all about yourself and why you feel you could be our ideal candidate by sending us an email/letter (I know – so old-hat, eh? That’s why WE NEED YOU) outlining:

- **Why you believe your skills/experience qualifies you for this role;**
- **How you’d be an asset to our team;**
- **How you think you could improve and enhance our digital footprint (is that the term??).**

Please also send us a brief CV (as quirky as you’d like) to give us some idea of your experience to date. If you get in touch before-hand, we can give you a little more info over the phone...

BUT AT THE VERY LATEST, get in touch by Tuesday 23rd October at MID-DAY. Please also make sure you return the Monitoring Form included (or we may have to chase you).

We anticipate interviews being held on **Friday 26th November 2018** and the selected Intern will be required to attend a further interview with the funders in Belfast on **Friday 1st November** which will involve both the line manager and proposed intern (It's not as scary as it sounds and you'll be with an experienced team).

Please note that the interview on 1st November will determine this opportunity going forward so it is essential you are able to attend. If successful, the Internship will commence in January, will be paid at the living wage and will include training, travel and many, many fantastic development opportunities within the Rank and CAN families!

Email applications can be sent to michaella@compasspeople.org. If you have any queries, contact us on 02827669030.

Thank you for your interest in our organisation. We look forward to hearing from you.

Yours sincerely

Janet x

Janet Schofield, CEO