

Title:	Research and membership intern
Salary:	We offer payment in line with the London living wage for internships that are not supported by other means, such as PIPs students or internship placement organisations
Placement:	Beginning of January 2020 to beginning of April 2020 (3 months in total)
Location:	Central London, WC1

- Do you have a genuine interest in medical research charities and the work they do?
- Are you unafraid of large amounts of data?
- Do you Excel in spreadsheets and do you have eyes like a hawk?
- Would you like to look forward to Mondays because your colleagues are so much fun?

If so, then read on and find out more about our current Internship opportunity!

AMRC

Over 30 years ago a diverse group of medical research charities formed the Association of Medical Research Charities (AMRC) to unite the sector and provide it with a leading voice. Since then our membership has grown to over 145 charities across the UK and we continue to lead and support charities to deliver high-quality research that saves and improves lives.

We equip our member charities with regular guidance and training, and provide quality standards to help our member charities maximise the impact of their investment. We play a vital role in influencing the research environment from forging partnerships, to voicing our member charities' concerns and ideas to policy makers, to developing position statements. Find out more about our work at www.amrc.org.uk.

The role

Based in our London office, you will work with a hard-working but fun team. You will be helping with a range of activities. For example, you'll be monitoring and collating responses to our [annual data collection](#) request and helping to add this information to our master database. These data on our members' expenditure and the projects they fund is vital to create a strong, collective, evidence-based voice for the sector. It is fundamental to inform and support our policy work and it provides a basis for various reports we publish throughout the year, including our [annual infographic](#) and [spotlight reports](#) on particular health topics.

In addition, you will attend meetings on a range of issues alongside AMRC staff and engage with member charities and the wider community. You will also be supporting AMRC's social media through Twitter and blogs.

Why work for us?

- You will quickly gain a bird's eye view of the UK medical research landscape
- You will learn and use a variety of different concrete and applicable skills
- You will get valuable insights into research policy, management and communications
- You will be part of a small, friendly team of approximately 14 people
- You will begin to build a network and make connections within the sector

About you:

You have:

- first degree/masters/PhD in a relevant discipline (or equivalent)
- an eye for detail
- good time management skills
- the ability to prioritise competing demands
- MS Office (including Excel) skills
- a positive attitude to work
- excellent interpersonal and communication skills

You are:

- well organised
- open to learning and new ways of working
- not afraid to ask questions
- able to work independently and proactively
- willing to work flexibly when required
- able to thrive in a busy environment with lots of challenges

How to apply:

Please send your CV and a one-page covering letter to Dr Jocelyn LeBlanc j.leblanc@amrc.org.uk no later than **Wednesday 27 November 2019**.

In your application, be sure to tell us:

1. What interests you most about working with AMRC?
2. What transferable skills you can offer in relation to the role?
3. Do you have examples of previous administrative and data handling experience?
4. What you would like to achieve from this internship?

Promising applicants will be invited to interview at our office in London by early December.