

INNOVATION UNIT

PROJECT COORDINATOR
(9 MONTH INTERNSHIP)
JOB DESCRIPTION

SUMMER 2019



Innovation
Unit

New solutions
for thriving societies



www.innovationunit.org

OUR MISSION

WHO WE ARE

Innovation Unit is a social enterprise with a bold vision: we want a world where more people belong and contribute to thriving societies.

Our mission is to develop new solutions and create impact at scale. Through the way we work and the kinds of solutions we create, we help people and communities to thrive.

We hold a core belief in the power of innovation and the potential of people to make things happen. For us, innovation is driven by and liberates human potential, agency and collective action.



HUMAN POTENTIAL

the best that people
are capable of



AGENCY

their ability to create
change in their own lives



COLLECTIVE ACTION

when people come together
around common purpose and
are supported to create change
in communities, places or
across systems

ABOUT US

Innovation Unit is a not for profit social enterprise. We grow new solutions to complex social challenges and are committed to taking those solutions that work to scale. We combine service design, research, strategy and change management expertise, with a disciplined, rigorous approach to innovation and a deep understanding of systems and system leadership.

Having started life as an Innovation Unit within the Department for Education, we now have over ten years experience working independently with ambitious leaders in organisations, systems and places around the world. Our clients range from local authorities and government departments, to charities and foundations. We currently work across five key areas of impact: healthy lives, mental health, early years, schools and learning, and children's social care.

Our 'brand' of innovation is based on a core belief about the power and potential of people to create change for the better in communities, places and across systems. For us, innovation is driven by and liberates: human potential (what people are capable of), agency (their ability to create change in their own lives) and collective action (the energy that comes from people acting together to solve problems and create solutions).

IU Project Coordinator Interns go on to amazing careers after they leave us. Some join think tanks, design agencies and research organisations. Others are inspired to join provider organisations to deliver the brilliant new services and systems they've been innovating.



healthy
high streets

Finding ideas from
the high street to make
healthy eating easier
for children and families

A challenge on and around three
London high streets in Haringey,
Lambeth and Southwark

FINAL PROJECT REPORT, OCTOBER 2018

ABOUT YOU

You are ambitious, creative and independent. You care passionately about making a difference to people's lives and have the courage, energy and focus to make things happen and do great work.

You will need to think and learn fast to keep up, be proactive and take responsibility for your own development. The work we do is challenging but also inspiring and incredibly motivating.

You will be educated to at least bachelor degree level, and have at least a year's experience of working in an office or other professional environment.

You have a particular interest in one or more of:

- Mental health
- Children's social care
- Health and social care
- Education and learning



DUTIES & RESPONSIBILITIES

You will work hard to support our amazing team across our business, with a focus on supporting our project teams as part of our high-impact, innovation consultancy.

This could involve (but will not be limited to):

- admin support for project leads, including workshop preparation, printing and scheduling meetings
- getting stuck in with all the necessary office admin, supporting our Office Manager with tasks ranging from booking travel and answering phones to planning team socials
- the coordination of project tasks to keep project teams on track
- qualitative research with people who use and deliver public services
- desk based research to inform our projects, business development and comms activities
- workshop facilitation, including meeting our clients, public service professionals and members of the public
- writing and editing materials for projects and communications
- taking complex ideas and creating clear and concise blogs, web content, material for publications, presentations and press releases
- keeping social media channels updated

You will work with clients ranging from schools and hospitals, local authorities and CCGs to third sector providers.



ROLE DETAILS

LOCATION

Our office is in a bright, communal workspace in London Bridge, with an amazing shared roof terrace. We don't expect everyone to be in the office all the time; the role may involve some travel and we are open to staff working from home from time to time.

SALARY

£22,000 plus 4% contributory pension.

TYPE

Fixed term for 9 months, with the possibility of extension to 12 months.

HOURS

This is a full time role, but we'd be willing to discuss possible part time arrangements

HOLIDAY ENTITLEMENT

27 days holiday plus bank holidays. In addition, we close the office for three days between Christmas and New Year

REPORTS TO

One of our senior leads, depending in part on your interests and in part on our mix of current work.

HOW TO APPLY

To apply, send your covering letter telling us why you'd like to join the Innovation Unit team, your interest in the role and the aspects of your experience relevant to the required criteria (no more than 1 side of A4). Please also tell us where you heard about the role. You also need to send an up to date CV with the details of two referees (no more than 2 sides A4).

DEADLINE

Please send your application to contact@innovationunit.org by **12pm (midday) on Monday 5 August**.

INTERVIEWS

Skype Interviews will be held for all shortlisted candidates by mutual arrangement from 12-31 August. Second round interviews will be held at our offices on 4 September.

We will let all applicants know whether they have been selected for interview. Due to the volume of applications received we will not be able to offer personal feedback on applications. Please note we do not refund travel expenses for interviews.

Due to the nature of our work with children and vulnerable adults, Innovation Unit operates a Safer Recruitment policy. All offers of employment will be made on the condition of a DBS check being carried out.

We look forward to hearing from you.