



2018 Care Leavers Internship Programme

Providing 12 month placements in government departments for Care Leavers



Department for Education

'Executive Officer' posts starting salaries: £21,889

'Administrative Officer' posts starting salaries: £18,186

Why Care Leavers?

The Care Leaver Internship Programme supports the cross-government [Keep on Caring](#) strategy. By signing up to the Care Leaver Covenant we show our commitment to helping care leavers to make the difficult transition from care to independence. The Care Leaver Internship Programme is one way we are putting this into practice.

This strongly aligns to our vision for a 'Brilliant Civil Service' and our overall ambition to be the most inclusive employer in the UK, which is set out in the [Civil Service Workforce Plan](#) and underpins the [Civil Service Diversity & Inclusion Strategy](#).

Executive Officer starting salary £21,889 - Administrative Officer starting salary £18,186
No qualifications are required for this internship.

“If you have spent time in the care system, you will have developed valuable skills and qualities that set you apart from others who haven't. Despite this, we know that you are less likely to get a foot in the door with a good employer. We want to attract people with a thirst for knowledge to come and work for us for a year in return for developing skills and gaining work experience. We hope that some will want to stay beyond 12 months and consider the Civil Service as a place to build a career.”



Holly Milikouris

Head of Recruitment, Department for Education



Can I Apply?

To be eligible to apply for the scheme you need to meet the following criteria:

- ✓ Aged between 18 and 30 (as of 1st November 2018)

- ✓ Qualified for a leaving care support package when you left care

To qualify for leaving care support, you must have been in care for a minimum of 13 weeks, some of which must have been after your 16th birthday'. Those who are invited to interview will be asked to provide a reference who can confirm their care leaver status. This could be their personal adviser, a member of their local authority or a named contact in their supporting organisation

- ✓ No qualifications required



What is the role?

You will provide administrative support to your assigned department, helping them to achieve their objectives.

Tasks will vary depending on the placement. Common responsibilities of roles include:

- Creating reports and materials using a range of IT platforms including Word, Excel and PowerPoint;
- Supporting projects by developing products such as plans and process charts;
- Administration support to your team including booking meeting rooms, preparing papers, taking minutes and recording actions;
- Prioritising your workload, identifying and taking effective and prompt action;
- Budget responsibilities;
- Building networks and relationships across teams.

You will have good communication skills and be organised. You may be asked to take your own initiative with minimal supervision, knowing when to seek help. You will take ownership identifying priorities, resolving issues and able to operate with tact and diplomacy to secure the most effective outcome.



Application form guidance

The application form (accessed via the Civil Service Jobs site) will ask you to give examples of a situation linked to a Civil Service Behaviour. Describe what and how you did it something, why you did it and the outcome; this will show the panel that you can fulfil the role.

When writing your answer you should:

Structure your answer using the **STAR** technique; **S**ituation of the example, **T**ask you were involved in, **A**ction you took and was the **R**esult or aim met

- Use specific examples for your answer
- Check spelling
- Be honest and factual
- Refer to the [Civil Service Behaviours Framework](#)



Hear from some of our Care Leaver Interns

“My experiences at the Foreign and Commonwealth Office (FCO) have been absolutely inspiring. I say that because I have gained so much experience over the last couple of months. Working for the FCO has helped me gain professional skills and has made me use my initiative a lot more. I have also gained skills of writing better and time management. I can say that I have enjoyed every single minute and I am very grateful for the Care leaver Intern scheme as I don't know where I would have been without it. I had a lovely team and amazing manager to support me on the way, which makes a big difference. I would definitely tell anyone to go ahead and try this scheme out for sure and wish them the best of luck!”

Danielle



“I'm currently working in the Directorate of Judicial Engagement Policy at the Ministry of Defence (MoD). I would have to say that I have now developed my knowledge on Law, in particular Civil Litigation, and improved my verbal and written communication skills. I have been able to meet and learn from individuals who are extremely talented, kind and fun to work with. Working in MoD the opportunities are endless and I'm looking forward to the rest of my time working here at the MoD.”

Leila



Hear from some of our Care Leaver Interns



“In my job role as a Personal Assistant and Business Support Officer, I provide PA support to two Deputy Directors. The sort of work I do on a daily basis includes, organising and maintaining diaries, booking rooms, screening phone calls, enquiries and requests. Meeting and greeting visitors at all levels of seniority, arranging travel and accommodation, liaising with other secretariat functions. I have been provided an excellent opportunity to gain exposure to Senior Civil Servants as well as developing a good knowledge of the policy work undertaken in the Department. My writing skills have improved due to providing the secretariat for a weekly Deputy Director meeting and typing up a series of notes. This role has benefited me by gaining a better understanding of how the government makes decisions and what level of planning goes into making a decision during a major incident. I have become more adaptable since starting my role, my vocabulary has expanded, and I’m far more interested in politics.”

Tamisan

“My primary role is managing the Finance Director’s diary, which includes tasks such as accepting appointments and meetings on his behalf and setting up room meetings when needed. I monitor Freedom of Information (FOI) requests and keep records of the closed FOIs together with PQs (Parliamentary Questions). I design, update new events and update new info on CSD (Corporate Service Directorate) Infonet page. This has really been beneficial and has also given me more opportunities to explore and shadow other departments too.”

Linda



Civil Service Overview

The Civil Service delivers public services and supports the government of the day to develop and implement its policies. The work civil servants do touches all aspects of life in the UK, from education and the environment, to transport and defence. Civil servants are politically impartial. Together, we ensure the effective running of government and provide the best possible services to the public.

The scale, complexity and impact of the work civil servants do is unrivalled. We employ 420,000 people across the country and overseas. Our work is everything from advising ministers on policy, to delivering front line services to the public.

Civil Servants work as vets, customer service advisers, weapons engineers, marine biologists and web developers (to name only a handful of jobs available). Joining the Civil Service will give you access to exceptional learning and development opportunities, a variety of career paths, career development support, and flexible working.

Visit the [Civil Service Careers website](#) for further information about working in the Civil Service.



Locations

With departments and agencies based across the country we can offer positions in below offices:



Aldershot

Andover

Birkenhead

Birmingham

Bristol

Chelmsford

Coventry

Croydon

Darlington

Eastleigh

Glasgow

High Wycombe

Leeds

London

Manchester

Milton Keynes

Newcastle

Nottingham

Peterborough

Reading

Swansea

Sheffield

Warrington

Watford

You can give your location preferences on the application form



Where are placements available?* (1 of 3)

We have 18 government departments and agencies that are looking for Care Leaver interns to join them:

#	Name of department/agency	Overview and link to further information
1	Department for Education (DfE)	We are responsible for children's services and education. We work to create a highly educated society, in which opportunity is equal for children and adults from all backgrounds - Working for DfE
2	Department for Digital, Culture, Media and Sports (DCMS)	We work to create a world-leading digital economy, to protect and promote the UK's cultural, sporting and artistic heritage and to build a bigger and stronger civil society - Working for DCMS
3	Department for Environment, Food and Rural Affairs (Defra)	We are responsible for creating a great place for people to live, from the food they eat, to the air they breathe - Working for Defra
4	Cabinet Office	We are at the centre of government and the corporate headquarters of the Civil Service. We support the Prime Minister and ensure the effective running of the Civil Service - Working for Cabinet Office
5	Ministry of Housing, Communities and Local Government (MHCLG)	We create great places to live and work, and to give more power to local people to shape what happens in their area - Working for MHCLG
6	Ministry of Justice (MOJ)	We're at the heart of the justice system, working together to bring the principles of justice to life for everyone in society - Working for MOJ

** Successful applicants may be offered Civil Service roles based in other government departments if further vacancies arise*



Where are placements available?* (2 of 3)

We have 18 government departments and agencies that are looking for Care Leaver interns to join them:

#	Name of department/agency	Overview and link to further information
7	Foreign and Commonwealth Office (FCO)	We are here to build a more secure and prosperous world, promote the UK's interests overseas, and support our citizens and businesses around the globe - Working for FCO
8	Ministry of Defence (MOD)	We protect the security, independence and interests of our country at home and abroad. Our aim is to ensure that the armed forces have the training, equipment and support necessary for their work. - Working for MOD
9	Department for International Development (DFID)	We work to end extreme poverty, deliver aid and promote sustainable development globally. - Working for DFID
10	Government Legal Department	We are the government's principal legal advisers. Our core purpose is to help the government to govern well, within the rule of law. - Working for GLD
11	Crown Prosecution Service (CPS)	We prosecute criminal cases that have been investigated by the police and other investigative organisations in England and Wales. The CPS is independent, and we make our decisions independently of the police and government - Working for CPS
12	Department of Health and Social Care (DHSC)	We're responsible for the nation's health and social care. Together, we help people live more independent, healthier lives for longer - Working for DHSC

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Where are placements available?* (3 of 3)

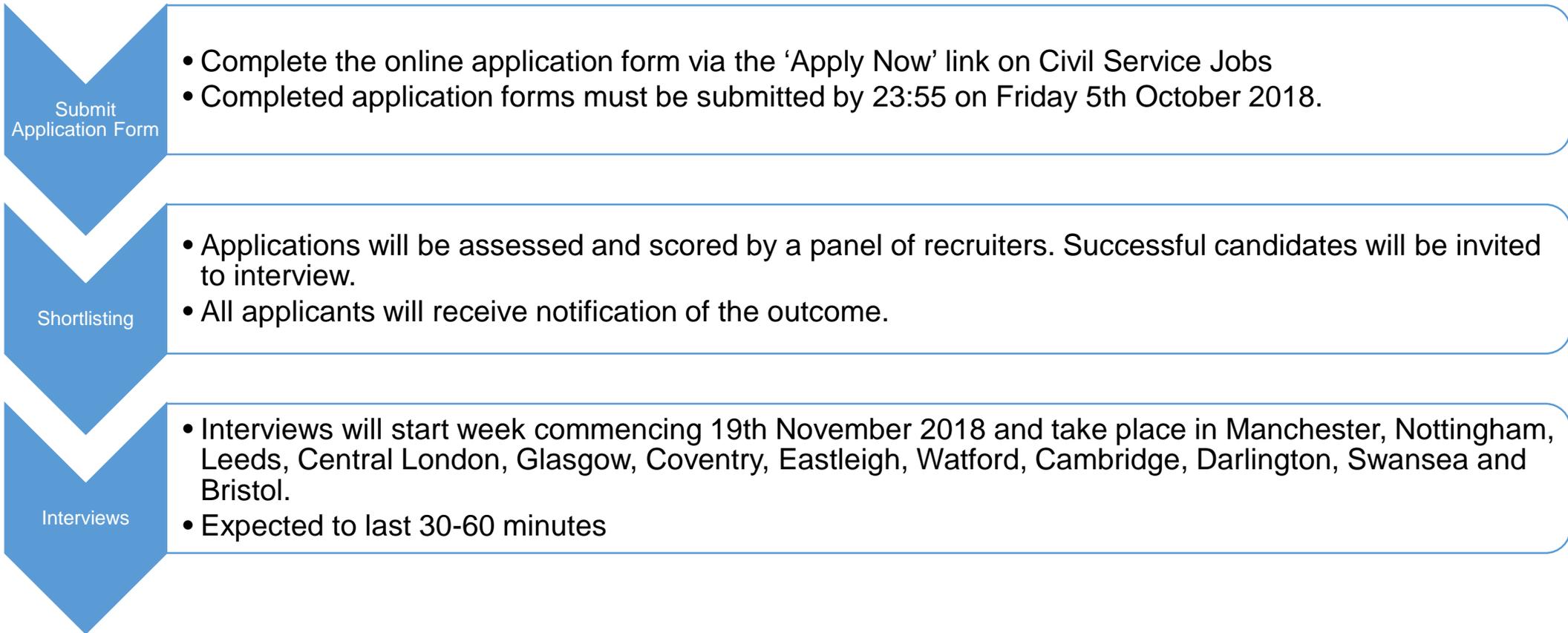
We have 18 government departments and agencies that are looking for Care Leaver interns to join them:

#	Name of department/agency	Overview and link to further information
13	Home Office (HO)	We are responsible for keeping the country safe, secure and prosperous - Working for HO
14	National Crime Agency (NCA)	We are a crime-fighting, law enforcement agency responsible for leading the UK's fight to cut serious and organised crime - Working for NCA
15	Department for Business, Energy and Industrial Strategy (BEIS)	We are responsible for building an economy that works for everyone, so that there are great places in every part of the UK for people to work and for businesses to invest, innovate and grow. - Working for BEIS
16	Her Majesty's Revenue and Customs (HMRC)	We collect the money that pays for the UK's public services and help families and individuals with targeted financial support. - Working for HMRC
17	Department for Work and Pensions (DWP)	We're responsible for welfare, pensions and child maintenance policy. We deliver the State Pension and a range of disability and ill health benefits to around 20 million people. - Working for DWP
18	Her Majesty's Passport Office (HMPO)	We're responsible for processing over 6 million passport applications a year. - Working for HMPO

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Application Process and Timeline



Complaints

The Department for Education's recruitment processes are underpinned by the [Civil Service Commissioner's Recruitment Principles](#). This outlines that the selection process for appointment is on merit based through fair and open competition.

If you feel your application is not processed in accordance with the values in the [Civil Service Code](#) or that the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint. You can do so by contacting the Central Recruitment Team at the following address: CentralRecruitment.OPERATIONS@education.gov.uk

