



Job description

Position:	Health Foundation Intern (nine-month fixed term contract)
Reporting to:	Dependent on team placement
Salary:	£19,890 per annum (pro rata)
Hours per week:	37.5 hours per week

The Health Foundation

The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK. Our aim is a healthier population, supported by high quality health care that can be equitably accessed.

We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.

We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa. We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

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More information about the work of the Health Foundation can be found in Annex A of this job description.

Health Foundation internships - overview

The Health Foundation is pleased to be opening recruitment for three interns to join their internship programme for 2018/2019. This programme offers an exciting opportunity for people who are enthusiastic about public policy or health service design, delivery and improvement and who want to learn more to join the Health Foundation for nine months.

Interns will have the opportunity to work on a range of projects spanning a broad array of topic areas, as well as developing their research, analysis, project management and drafting skills. These nine month internships will suit recent graduates and/or those looking to build a career in health/public policy or health service design and delivery. They offer the opportunity to learn about health policy, public health and the design, delivery and improvement of health services. In return, the interns will be expected to bring enthusiasm, curiosity and a flexible approach to their work

Interns will be encouraged to maximise the opportunities available to them to learn and develop their knowledge and skills during their time in post. Interns will benefit from tailored development opportunities as well as on the job experience and skills developed as a result of their project work at the Foundation. We will also offer career mentoring to support the intern in identifying and maximising their future career choices and opportunities within health/public policy or health care delivery. Previous interns have been able to use the skills developed at the Health Foundation to gain employment in policy roles in a wide range of organisations including national and local government, NHS England, the New Local Government Network and consultancies.

The Health Foundation has been running an intern programme since 2014 with interns working across most teams at the Health Foundation. The programme has been a great success benefiting both the interns and the teams they work in. The current intern vacancies are in the Healthy Lives, Improvement and Quality teams. More information on what the current interns in these two teams have been doing and their reflections on what they have learned during this experience is at Annex B to this job description.

Health Foundation internships – key responsibilities

The Health Foundation interns will support a wide range of written work and play a key role in contributing to projects in different teams within the organisation. They will work flexibly across their team, with the opportunity to get involved in a wide range of topic areas.

Key tasks and responsibilities will include:

- Supporting the drafting and publication process for a range of written work setting out the Health Foundation's views and learning on relevant issues targeted at improving health and health care policy and practice. This may include submissions to Parliamentary Committees, policy consultations, print media articles, and contributions to the Health Foundation's website. It may also include reports, articles and other content focusing on health service design and improvement aimed at people working in health and care services.
- Contributing to projects by working collaboratively with Health Foundation staff in their allocated team (and possibly other teams) as well as external stakeholders as appropriate. Tasks could include undertaking research, analysing health policy, synthesising and distilling learning from Health Foundation funded projects and project management.
- Participating in the continuous improvement of their team and the wider Health Foundation. This will include proactively identifying opportunities to improve internal

ways of working. Examples may include improving project management processes within their team or drafting core briefings on areas of the team's work to support internal communications across the organisation.

- Providing advice and support, as appropriate, on relevant aspects of other projects commissioned by the Foundation.
- Ensuring that the Foundation's commitment to social justice and responsiveness to cultural diversity is demonstrated in all activities the interns are involved in.

Person specification

Knowledge & Experience:

Essential

1. Evidence of enthusiasm for either a) public policy or b) health services design or delivery or quality improvement - whether from experience at work, study or personal activities
2. Good writing skills, with evidence of being able to tailor messages for different audiences and purposes. This includes being able to show discretion in choosing what to communicate and how, as well as an ability to communicate professionally with senior stakeholders.
3. Good research and analytical skills, with a track record of being able to critically analyse information, suggest explanations and challenge one's own assumptions.

Desirable

4. Experience in health or public policy, health or care services design or delivery or a related area and/or a good degree and strong academic record.

Skills & Abilities

1. An interest in and basic understanding of public policy and/or health policy or health service improvement in the United Kingdom. An understanding of the politics of reform – party politics, politics among key stakeholders and the role of the media.
2. Good project management skills, especially in an environment of changing priorities, ambiguous tasks and missing information.
3. Excellent team working skills, with evidence to demonstrate partnership working with a range of people across different scenarios; a personal contribution to the effective working of the team; and evidence of supportive and collegiate approaches to reaching agreement on an issue.
4. An understanding of, and commitment to, equal opportunities and diversity.

Personal style and behaviour

1. A person who is willing to contribute to further the objectives of the Foundation as a whole, for strategic purposes, or for the purposes of good relations between staff within the Foundation.
2. A person who is open, communicative, and approachable to all staff across the organisation irrespective of role or seniority. An ability to be flexible, respectful of colleagues, and adaptable.

July 2018

Annex A – About the Health Foundation

The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK. Our aim is a healthier population, supported by high quality health care that can be equitably accessed. As the second largest endowed foundation in the UK focusing on health, we spend around £30 million a year on improving health and health care.

Our activities expand across three key work streams:

- To improve health service delivery
- To make health policymaking more effective
- A healthier UK population

To meet our aims within each of these areas we plan to:

- test innovations and spread what works
- build skills and knowledge
- develop and share evidence on what works and why.

Read more about our planned activities in our [Strategic Plan 2015-2018](#). We are currently in the process of developing our Strategic Plan for 2019-2021.

How we are structured

The Health Foundation employs around 150 people, spread across ten teams. Previous interns have been recruited to join different teams across the organisation, including communications, economics, research, data analytics, healthy lives and improvement. The current vacancies are in the **Improvement**, **Quality** and **Healthy Lives** teams.

Healthy Lives Team

The Health Foundation's [Healthy Lives Strategy](#) aims to:

- change the conversation so the focus is on health as an asset, rather than ill-health as a burden;
- promote national policies that support everyone's opportunity for a healthy life; and
- support local action to address variations in people's opportunities for a healthy life.

The Healthy Lives strategy aims to mobilise cross sector action to improve health and reduce health inequalities. The intern will primarily work on an emerging programme of work looking at business and economic strategies to improve health. This role will cover a broad range of public policy issues including the future of work and action to reduce socio-economic inequalities.

Improvement Team

The Health Foundation's Improvement directorate focuses on testing new ideas, building leadership and improvement capability, and supporting proven interventions to scale across health and social care in the UK. We do so through a series of improvement programmes, fellowships, networks and in house analysis.

The intern will have a key role in supporting us to gather and analyse the learning, knowledge & impact of our work, sharing it across the organisation and externally. They will have the opportunity to work across a range of topic areas and to develop work on areas of particular interest. The intern will also have the opportunity to gain exposure to other aspects of our work including project management, the awards process and to visit teams we have funded to learn more about health care improvement at the frontline.

Quality Team

The Quality team works alongside the Data Analytics team to track trends in the quality of NHS care (in England primarily), from official NHS data, and other sources, including clinical audit data, academic studies and patient charities. We also monitor policy developments that relate to the quality of care in the NHS. We produce a range of outputs- many of them reactive in nature- including briefings, responses to consultations and responses to the media, in collaboration with our communications team. The intern will have opportunities to contribute to this work, help us gather intelligence from diverse sources, from All Party Parliamentary Groups, conferences and the Health Foundation's own substantial network of practitioners within the NHS. We are also involved in longer pieces of research, and work collaboratively to convene experts on a range of quality related topics.

Our Values

- We are independent
- We collaborate to make a greater impact
- We are informed by evidence and experience
- We bring a spirit of constructive challenge and an open mind

A Living Wage Employer

The Health Foundation is an accredited living wage employer, which means every member of staff in our organisation earns not just the minimum wage but the real living wage. The living wage is an hourly rate set independently and updated annually based on the cost of living in the UK.

Annex B – Reflections from previous interns

Oliver Smithson, intern in the Improvement team

I joined the Health Foundation as an Improvement Intern in October 2017. After completing my Masters, I spent six months working as a carer for people with severe learning disabilities. I applied for the internship programme because I thought it would allow me to develop academically while remaining connected with health and social care on the front line.

The Health Foundation supports a large number of health and social care teams through funding programmes. As an Improvement Intern, I sat within the Insight & Analysis Unit, which works to draw learning from the projects the Foundation supports. Studying these projects broadened my understanding of health and social care, both in terms of practice and policy. I also worked on larger research projects during the internship, one of which focused on the spread and adoption of health care innovations.

The development opportunities for interns are excellent. There are regular guest lectures and courses, and interns are also encouraged to attend a range of conferences. I also visited award holders across the country, including at the specialist emergency care hospital in Northumbria and the Clinical Commissioning Group in Liverpool.

Above all, I felt incredibly well supported and valued throughout the programme. I worked with a talented and generous team, and my one-to-one management really helped me to pursue my ambitions and develop my career.'

Robert Williams, intern in the Healthy Lives team

I joined the Health Foundation after finishing my MSc in Global Health. The Health Foundation has been the perfect place to explore my interest in health policy further and develop my knowledge too.

At the Health Foundation, I joined the Healthy Lives Team where we work on promoting the social determinants of health agenda. Having studied the social determinants of health as part of my MSc, I was very excited to apply what I had learnt at university into action. Over the 9 months I have greatly developed my policy knowledge in health and across many other social policy areas including employment, economic strategies, transport and education.

It has also allowed me to deepen my understanding of how policy is made and how as an independent organisation you can influence and lobby the Government and Opposition to deliver change. Additionally, as an intern I have been trusted to take on a range of responsibilities and even represent the organisation at external events.

I have had the opportunity to work on a number of important and exciting projects, including a report on the UK's progress towards the Sustainable Development Goals and on the Young People's Future Health Inquiry. The report I contributed to was launched in Parliament by the Former First Minister of Scotland, while I have also had a number of blogs

published and worked on an infographic series too. There are also opportunities to attend many conferences and talks.

My work has allowed me to develop a range of skills including research and analysis, writing and verbal communication, and organisation skills.

A key part of the internship scheme is the mentoring and training you are provided. This ensures you are able to develop and get the most out of your work. They are also support you in thinking about career development and due to the vast knowledge of the staff are able to assist you in many different ways.

Rose Minshall, intern in the Healthy Lives team

I joined the Health Foundation as a Healthy Lives intern in October 2017 after completing my BA in Anthropology and Sociology. After university, I was really interested in working in policy and wanted to learn more about the social issues I studied in my degree, but was unsure of the specific route I should go down. Because of the Healthy Lives team's broad sphere of interest in the social determinants of health, it has been a great place to be introduced to the world of policy, as we are thinking about how all different areas of public policy influence our health.

The main piece of work I've been involved in is our Young People's Future Health Inquiry. This has been particularly interesting for me as we are investigating the future health prospects of my own age cohort. I've had the chance to meet stakeholders, interview local system leaders and take trips across the UK to investigate the experiences of young people growing up today.

I've also really enjoyed being involved in some of our communications work, such as our infographics and blog series on the social determinants of health. Coordinating blogs from external writers and collaborating with the designers has been a really great opportunity to be a part of the more creative aspects of our work.

Managers take development really seriously, with weekly 1:1s, training sessions and a focus on careers development. I've had a chance to tailor the work I'm doing to my own development objectives and interests, and everyone has been very supportive in facilitating this.

For me, the most valuable thing about the internship has been being given the chance to challenge myself and experiment in a safe and friendly environment. Being encouraged to present to senior stakeholders or to manage a contract has been really important for developing my confidence, and I have felt fully supported along the way.

My favourite thing about my time as an intern is the variety of opportunities I've had. One day I could have been minuting a roundtable in Edinburgh and then helping to draft a report the next. If you make the most of your time at the Foundation and take up the opportunities offered, then it's a really excellent place to begin your career.