



Policy in Practice

Policy and Operations Internship

Location: Westminster, London
Salary: London Living Wage (£10.20 per hour)
Role: Full time, fixed term contract leading to permanent role
Closing date: Wednesday 28 February at 17:00
Start date: As soon as possible

About Policy in Practice

Policy in Practice is an award-winning, socially focused start up company set up in 2013.

Government policy is complicated, confusing and ever changing. This makes the welfare system difficult to understand, to communicate and administer. We believe the welfare system can work more effectively and help people towards greater independence.

We simplify the welfare system on a national, local and individual level either through helping people on low incomes understand how government policy affects them - so that they can make better decisions and lead more fulfilling lives - or by showing local authorities how each individual household is affected by all policy changes, now and in the future. Our engine models how the policies of four government departments affect thousands of individual households on low incomes. We use a scientific approach to data visualisation that can drill down to individual households, track the effectiveness of support and help people to take control.

We have so far supported over 75 local authorities, housing associations and welfare to work organisations in their efforts to improve the future for many people across the country. Our work has reached over 1 million of the 8 million households that are affected by the welfare system, and our analysis has been widely covered in press and broadcast media.

Our mission is to reduce poverty which we do through our:

- [Benefit and Budgeting Calculator](#), which provides personal budgeting support, and promotes work by providing clear better off in work calculations
- [Low Income Family Tracker](#), which helps local authorities target resources more accurately, spend money more effectively and meet their statutory obligations

While this is a huge achievement, it's not enough. We strive to reach every household impacted by welfare reform to bring positive change to their lives, now and in the future. We can only do this through our continued growth and development, and by bringing our influence to bear on policies of the future.



About the role

We are looking for an impact-oriented analyst with quantitative research skills to help us deliver client projects. You must be passionate about improving how public services are delivered. Additional coding skills are highly desirable.

Previously successful Policy and Operations interns include graduates who have studied in the fields of economics, politics and public policy.

The ideal candidate will demonstrate an interest in social policy and be passionate about making change happen at a practical level. They will have excellent quantitative analysis skills, with an ability to influence and build relationships quickly.

Your main responsibilities will be to ensure that we deliver excellent services to our clients and develop our analytics service to have a tangible and positive impact on people.

You will be supporting the director, head of policy, and policy analysts in each of their roles, as well as undertaking research of your own. Responsibilities may develop and change quickly, so you will quickly gain an insight into each area that Policy in Practice works in.

The position is offered as a fixed-term contract to start, with the intention for you to join the company as a permanent member of staff if the placement is successful.

The ideal candidate

- Independent self-starter and with passion for solving social issues, an interest in policy or politics and commercial awareness
- Organised and professional with strong research and analytical skills
- Ability to translate data into meaningful analysis, and convey this to a wider audience
- Highly literate, numerate and comfortable with large datasets, including familiarity with data analysis or coding software (ideally including Stata, Tableau, ArcGIS, JavaScript, SQL)
- Experience working with Open Data, including census data and / or Family Resources Survey (FRS) data is highly desirable
- The position would suit a recent graduate interested in a career in public service, consultancy, technology or all three



Job description

As you will be a part of a small and growing team your responsibilities may develop and change quickly. The role offers excellent potential for growth within the company.

Your responsibilities will include:

- Supporting our policy analysts with the delivery of research and consultancy projects for local authority clients
- Working with the policy and operations team to analyse large national datasets and convert the findings into meaningful policy insights
- Supporting the testing and development of our software and analysis products
- Presenting our service to clients and customers, training new users in our software in person and online via webinars
- Support the senior management team by taking responsibility for the timely and effective execution of some administrative responsibilities core to building a business
- Carrying out fast and effective research into relevant policy debates and discussions related to welfare, poverty and the labour market to support consulting projects, and to generate relevant content such as blog posts for the website

How to apply

Please send your CV with a covering letter that clearly outlines your suitability and your interest in the post to admin@policyinpractice.co.uk on Wednesday 28 February at 17:00.