

**Independent Custody Visiting Association  
Intern (Paid)  
Job Description and Person Specification**



- Remuneration:** The ICVA intern role is paid at National Minimum Living Wage rates for England and Wales, the actual amount of which depends on age. You can find the table of hourly rates and see which you will be eligible for [here](#).
- Location:** Remote working, travel may be required on occasion with expenses paid in line with ICVA's policy.
- Time Commitment:** This role is based on an intern working for 36 hours per week for a fixed term of 12 months.

**Overview**

ICVA is a small and dynamic not-for-profit membership organisation with a staff team of Chief Executive Officer and a Chief Operating Officer. These officers are supported and overseen by a Board of Directors.

ICVA leads, supports and represents volunteer schemes (run by police and crime commissioners and policing bodies) who monitor the treatment and conditions of those held in police custody across the UK. ICVA does this by designing and delivering training to the volunteers remotely, identifying trends and issues in custody and working with a wide range of stakeholders to ensure that detainee rights in police custody are upheld effectively. We are looking for a dynamic, energetic intern who is eager to learn about detainee rights, entitlements, and wellbeing and ICVA as an organisation by assisting on a wide range of workstreams.

To be successful as an intern, you should be willing to undertake a wide range of tasks and work across project streams in an organised way. You should be committed to learning more about the work of a membership organisation as well as legislation governing police custody and wider human rights concerns in policing and police custody. In return, ICVA will seek to help you to develop your skills and knowledge in this important and interesting area. Please note that this role is politically restricted, you can find a good overview of what that means [here](#).

You can see more about ICVA on our website [www.icva.org.uk](http://www.icva.org.uk) or on our Twitter pages @custodyvisiting and @project ICVA.

**Please apply with your CV and a cover letter of no more than 2 sides of A4 each and email to [info@icva.org.uk](mailto:info@icva.org.uk) by close of play on Friday 30<sup>th</sup> September at midnight.**

**Please ensure that your cover letter demonstrates how you will meet the key requirements of the role as laid out below and any other information about you that you think is relevant to the post.**

### **Person Specification**

#### **Key Responsibilities**

- Undertaking research for training packages to be delivered to volunteers.
- Updating content on ICVA's media platforms.
- Managing content and engagement with the ICVA members website.
- Creating images/infographics for use on social media.
- Supporting the CEO, COO and Board at meetings by arranging meetings, taking minutes, and sharing action logs.
- Surveying members and preparation of overview reports of results.
- Regular political monitoring to ensure both the team, and stakeholders are kept up to date of key developments.
- Any other duties as requested by the CEO and COO.

#### **Key Requirements**

Our successful intern must

- Be prepared to demonstrate or conduct a DBS check prior to commencement of internship.
- Demonstrable interest in British politics and current affairs.
- Be eager to learn and work on multiple projects.
- Have excellent verbal and written communication skills.
- Be proficient in all Microsoft Office packages.
- Cope well under pressure and can take direction from senior members of staff and board members.
- Be able to ask for help.
- Be able to be creative and suggest new ways of working more efficiently or to meet the needs of the members.

Successful candidates will be invited to interview to be held on Microsoft Teams on Monday 10<sup>th</sup> and Tuesday 11<sup>th</sup> October. We apologise but due to capacity we are only able to give feedback to interview candidates and not on applications.