



Scriptoria
Sustainable Development Solutions



Full Time Data and Software Analyst Internship (Sustainable Development) – PAID (6 months)

Closing date for applications: 20 October 2024, 11.59 PM (BST)

Organisation: Scriptoria Sustainable Development Solutions (<https://scriptoria.co.uk/>)

Location: Remote or Hybrid (London office)

Salary: £23,796 per year (pro rata), paid monthly

Experience: No experience required

Degree needed: 2:1 or first-class honours

Start date: ASAP

Who we are

Are you a high performer who wants to learn more about data, software and digital projects? Are you looking for a paid internship with a value-driven company focused on international development, climate change and poverty reduction? This is your chance to work with a small and fast-paced team working to make the world a better place through their digital systems and data management and analysis services.

What we're looking for

We are looking for a quick-thinking, organised, insightful and analytical intern to join our **consulting team**. As an ethical organisation, Scriptoria does not believe in unpaid labour, so this position is a paid role with the real opportunity to turn into a full-time job for the right candidate. You won't be doing coffee runs or endless photocopying, you will be a pivotal part of the team making a serious contribution to the work we do.

You will have **at least a 2:1 or first-class honours** degree and your English language, writing and communications skills will be excellent. An interest in sustainable development with the desire to create a positive change in the world is essential. A science-related degree could be beneficial, and a Master's degree is an advantage but not essential.

Your role as an Intern in our Consulting Team

As a member of the consulting team (after sufficient training) you will be given the opportunity to work on some of Scriptoria's exciting international consulting projects alongside senior team members. The

work will be varied and will involve working closely with our team of developers to conceptualise and design our specialist project-management software for international development and research organisations. You will therefore have excellent communication skills to translate the needs of the clients into actionable instructions for the data team. As an individual, you need to see data science and technology as tools for problem solving and enjoy the analytical and “detective” work involved in applying them.

- **Salary:** Annual gross salary of £23,796 per year (pro rata), paid monthly
- **Location and hours:** Home (UK only) or office-based in South London. Our standard working hours are 8.30am to 5.30pm every day with one hour for lunch (1pm to 2pm).
- **Annual leave:** 33 days’ holiday pro-rata in each complete calendar year including statutory and public holidays
- **Sick pay:** Up to 5 days’ paid sick leave per year, after which the UK government’s Statutory Sick Pay scheme will apply
- **Pension:** Pension contributions: 3% employer’s and 5% employee’s contribution (employees can contribute more if they wish)

This internship is full time (40 hours a week), five days per week **for a six-month period**, with an initial one-month probation. Our intern will be given regular reviews to track progress and a formal assessment after 1 and 3 months.

Flexible working location

Our staff have the choice about whether to work from home or from our office in Tooting, SW London, or a mixture of both, during regular operational hours. If working from home, staff must have a working environment suitable for holding video-call meetings with clients.

Wherever you work, you will interact regularly with senior team members to gain new skills and exchange ideas.

How to apply

Please send your tailored CV and a cover letter explaining why you are the ideal applicant, stating when you could start if your application is successful, and confirming that you have the right to work in the UK, to Maya Murphy Coles at m.murphycoles@scriptoria.co.uk by 23:59 (BST) on 20/10/2024, **clearly stating the reference 16384 in the subject line**. Work will begin full time ASAP; please indicate in your cover letter when you would be available to start work.

N.B. By submitting your application to us you agree for Scriptoria to retain your details in line with GDPR. These will only be used in relation to recruitment.

Interviews will be held via Microsoft Teams on a rolling basis, so invitations to interview may be sent to excellent candidates before applications close. Our advice is to apply early, therefore.

Please note: if you do not receive a response from us within six weeks of the deadline then we have decided not to proceed any further with your application.