



## **Creative Therapies | Internship**

### **Background**

Aim: Creative Therapies will offer an internship (unpaid) to provide relevant work experience.

The internship is intended to provide the intern with employability skills and will enable them to experience working in the Voluntary Sector (Arts organisation with charitable status).

### **Creative Therapies Internship**

Creative Therapies wish to deliver a good internship which will be of benefit to the intern as well as to the organisation.

#### **1. Purpose**

The internship will be created to provide Creative Therapies with a short term resource to develop a Business Plan which will be of value to the organisation and at the same time will provide the intern with a satisfying learning experience.

#### **2. Remuneration**

In an ideal world it would be desirable to offer paid internships. However, we are not able to do so at present. Creative Therapies will pay a maximum allowance for lunch of £5 per day plus a budget to include interview travel, document production and any additional expenses deemed reasonable – only payable on production of receipts.

#### **3. Structure**

The internship will be planned and structured with a clear brief, specific to job – to produce a tailored Business Plan to explore the development and viability of a therapeutic arts space for Glasgow.

- Length of internship – 3 months - part-time to allow other time for further study, income earning and/or job seeking. We are suggesting 2-3 days per week
- Content – To develop a Business Plan to enable Creative Therapies to take the company to the next level of its development.

#### **4. Management**

The line manager is Sarah Harwood, Company Manager.

She will take on the responsibility for communication links within the organisation, induction, regular review meetings and feedback at the end of the placement. This key contact will be the person to whom the intern should be encouraged to go with any questions, concerns or suggestions for changes to the workplan etc.

#### **5. Shadowing opportunities**

Whilst the intern is there to work on particular tasks / projects it is valuable

to provide them with opportunities to experience other aspects of Creative Therapies and we will encourage them to attend organisational events such as staff briefings and where possible to invite them to attend key meetings as an observer.

#### **6. Network support**

We realise being the only intern can be an isolating experience. We will therefore think about any networking opportunities that might provide support.

#### **7. References**

One of the benefits for the intern will be the offer of an employer's reference – if the experience is successful and if we feel able to write a positive reference - we will make this known to the intern.

#### **8. Afterwards...**

At the end of the internship, we will draw it formally to a conclusion by inviting feedback from the intern on how it was for them. We will give the intern constructive feedback from the organisation's perspective.

If there are longer term opportunities for remaining in contact, these will be made known, for example, e-newsletters, long term volunteering, and opportunities to apply for trusteeships, paid jobs, short term contracts. Wherever possible we will keep the relationship going and build on it.

#### **Intern Requirements/ Role**

Are you results-driven and up for an exciting challenge to help change the lives of vulnerable children and young people in Scotland? Do you have a talent, desire, enthusiasm and energy to take Creative Therapies to the next level?

- You will need to be highly organised, and have a positive approach
- You should have excellent interpersonal and communication skills and have some knowledge of business development/ marketing
- Excellent IT skills are required
- You will be required to develop a clear and concise Business Plan to enable the company to move to the next level and strengthen its opportunities to develop into a therapeutic arts space and take Creative Therapies through to the next stage of its development
- A strong analytical approach would be a clear benefit
- You will be required to interview both external and internal clients, either face to face or by phone, therefore you must be able to demonstrate first class customer service skills and be able to work on your own initiative
- In general, a very flexible, calm approach to working is vital in order to provide a professional service.
- Skills, knowledge and behavior:  
The successful applicant will be well spoken, friendly and confident. This project requires good listening skills, an excellent telephone manner and the ability to communicate at all levels.

Creative Therapies will provide a dedicated desk and lap-top for office use, and the option of the use of a meeting room in the office to conduct client interviews.