



<b>Job title</b>	Data and Analytics Intern
<b>Department</b>	Finance and Corporate Services
<b>Reporting to</b>	Senior Digital Programme Manager/Infrastructure and Data Manager
<b>Contract</b>	8 weeks from 20 July to 11 September
<b>Salary</b>	£26,936 pa or £4,144 for 8 weeks.
<b>Location</b>	Central London with some home or hybrid working

**Commented [AA1]:** I think for the first 4 weeks we'll want them in the office 4 days per week, then we can go down to 3 after that.

EngineeringUK is a not-for-profit organisation committed to increasing the diversity and numbers of young people entering engineering and technology to meet the future workforce needs, as well as promoting roles that help us work towards net zero and drive environmental sustainability.

This internship is a great opportunity to gain hands-on experience working with real organisational data while developing practical, in-demand skills. You'll support the team to improve how data is organised, migrated and used, learning how data underpins decision-making in a not-for-profit organisation with a strong social purpose. You'll work closely with colleagues across teams, learning on the job through collaboration, guidance and day-to-day project work. Alongside technical experience, you'll build confidence in communicating your work and contributing to projects that make a genuine impact.

## Key learning objectives

You will...

- Gain hands-on experience working with a modern data platform (Microsoft Fabric), supporting data migration, validation and documentation.
- Understand how data is structured, governed and used within a not-for-profit organisation to support strategy and decision-making.
- Develop practical skills in data quality, information governance and best-practice management of organisational data.
- Create and support simple Power BI dashboards, building confidence in data visualisation and insight generation.
- Strengthen professional skills including documentation, collaboration with data owners, and communicating technical information clearly to non-technical colleagues.

This internship role plays a key part in delivering the EngineeringUK (EUK) Data Strategy and offers the opportunity to contribute directly to meaningful, real-world change. With a focus on strengthening data foundations through Microsoft Fabric, structured data migration and improved information governance, the intern will be involved in hands-on work to modernise and centralise EUK's data



estate. This includes supporting the migration and validation of datasets, helping to improve data quality, assisting with the creation of clear documentation, and contributing to the development of dashboards that bring data to life.

Working closely with colleagues across teams, the intern will also support good information governance practices, such as organising and tagging SharePoint content, while learning how data is managed responsibly within a not-for-profit organisation. The role offers rich learning and development opportunities, exposure to modern data tools and best practice, and the chance to build confidence, teamwork and transferable skills while contributing to work that supports EngineeringUK's mission and long-term impact.

We believe that hybrid working has many benefits and are pleased to offer flexible working with options for some remote working.

The role is London based at our office at 10 Lower Thames Street, London EC3R 6EN. We believe that hybrid working has many benefits and are pleased to offer options for working remotely, alongside working in our vibrant central London office overlooking the Thames.

Further details on our flexible working practices can be discussed at interview, or you can reach out to a member of our HR team. Full details of the role can be found in the job description.

## About us at EngineeringUK

Our **purpose** is to drive change so more young people choose engineering and technology careers.

Our **vision** is that the UK has the diverse workforce needed for engineering and technology to thrive and drive economic prosperity, improve sustainability and to achieve net zero.

Our **mission** is to enable more young people from all backgrounds to be informed, inspired and progress into engineering and technology.

In the UK, we don't have enough engineers and demand is going up. So, we need more young people to realise there could be a future for them in engineering and technology. To really thrive, we need a stronger, more diverse and representative workforce and for that we have to do things differently to make engineering more appealing.

We are a not-for-profit working with hundreds of organisations across business, education, professional institutions and the third sector so we can all grow the future talent pool together. We drive that collective effort through research and evidence, leadership, activities for schools and advocacy, with a focus on long-term sustainability.

We guided by a series of values that we apply to all our activity:

- We are **inclusive** and care about diversity. We understand that we have different needs and create opportunities for everyone's voice to be heard
- We are **collaborative**. We listen, share and work in partnership to achieve our vision



- We are **curious** and keen to learn. We challenge ourselves and others to innovate and experiment
- We are **insightful**. We evaluate what we do and draw on research to make decisions and to improve our collective understanding
- We are **driven** by a strong sense of purpose. We are determined to make an impact and achieve our goals

## What can we offer you?

- You will work alongside a supportive team and with another intern. You'll collaborate with colleagues across the organisation and get exposure to all aspects of the charity
- We have a robust system of support from line managers to HR colleagues who will ensure that you have the induction and the ongoing support you need to thrive during your time with us
- Competitive salary paying London Living Wage
- Options for remote working with a flexible start/end time (core hours)
- 4.5 days paid annual leave (plus bank holidays)
- A vibrant office with terrace overlooking the Thames embankment and Tower Bridge
- Employee Assistance Programme

## About you

### Essential Skills/competencies

- Recent graduate (or final year student) in Data Science, Computer Science, Information Systems, Analytics or similar
- Hands-on experience with Microsoft Fabric or SQL databases.
- Hands-on experience of Microsoft PowerBi or similar business intelligence dashboards.
- Understanding of data migration concepts
- Strong attention to detail and documentation skills
- Confident use of Microsoft 365
- values and work in a way that supports our commitment to equity, diversity and inclusion #

### Desirable Skills/competencies

- Awareness or experience of Microsoft Purview
- Familiarity with data quality or information governance principles
- Interest in education, public sector or not-for-profit data challenges
- Commitment to our mission and values, you will be able to engage with our values and work in a way that supports our commitment to equity, diversity and inclusion

### Education / level of experience



- Recent university graduate or final year university student

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong. This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and that our staff are trained to be able to fulfil this commitment.

We value the benefits of a diverse workforce and encourage applications from people of all backgrounds and experiences. Our recruitment process is designed to be as accessible and inclusive as possible and to ensure people are individually assessed regardless of their backgrounds or characteristics.

## Applying for this role

### Applications

If you would like to request to submit your application in an alternative format to support accessibility, please let us know.

We want to hear your voice and experience in your application. We acknowledge that you may use AI tools to polish a response, but your application should reflect your experience and voice. All applications are reviewed and scored by our human hiring team. **Our system flags responses that it judges to be AI generated and your application may be disregarded if we feel it has been completely AI generated.**

The deadline for applications is **4pm on Sunday 24<sup>th</sup> May**

**Applications will close once we reach 250 submissions**

### Interviews

Applications will be assessed against the requirements for the post as set out in the job description and in the 'about you' section above.

We are a Disability Confident committed employer. We guarantee an interview to any disabled people who meet the minimum requirements of the role. Additionally, if there are any reasonable adjustments we can make to make this process easier for you then we are happy to do so. Just complete the relevant sections of the online application form.

We aim to notify candidates who have been shortlisted by 1<sup>st</sup> June. If you have not heard from us after this date, please assume that you have not been successful.

**First interviews will be held in person at our London office on the 23<sup>rd</sup> & 24<sup>th</sup> June**

