

GRADUATE JOB PROFILE

Job Title:	Graduate
Reporting to:	Placement Manager
Location:	London
Key Working:	HR and L&OD in both Macmillan Cancer Support and British Heart Foundation. Impact and Fundraising Senior Management Team, Fundraising and Marketing Engagement seniorteams.
Salary:	£24,000 pa
Term:	2 years on a fixed term basis (12 months fixed Term Contract basis in Macmillan and 12 months fixed term in British Heart Foundation)

Main purpose:

The Graduate will be responsible for supporting a number of different directorates and departments and teams in delivering projects to meet business needs. This will include: supporting improvement initiatives; managing deadlines; contributing to the team at an exceptional standard.

You will assist with long-term project work through research and analysis, and by taking ownership of specific work strands. With a focus on continually improving outcomes, you will develop and use best practice in delivering on specific and identified projects, applying your learning within a practical environment.

Duties to include:

1. Living the values and behaviours of both Macmillan and British Heart Foundation, their commitment to their clients, customers and supporters
2. Working within the designated services in a range of other project teams, taking responsibility for the delivery of specific strands of project work including research activities, analysing and presenting information, liaison and negotiation with internal and external stakeholders and arranging meetings and briefings.

3. Undertaking research on a variety of topics and issues, and presenting findings in a confident and professional manner using a variety of media.
4. Collating and analysing information as required, ensuring accuracy in delivery and to agreed timescales.
5. Constantly reviewing systems and processes, making recommendations for improvements in effectiveness and identifying potential efficiencies.
6. Responsible for internal records, including input into databases and systems, maintaining office records and filing systems (physical and digital).
7. Developing and maintaining: policies; management guidance; processes and systems.
8. Demonstrate strong problem solving approaches, including the ability to analyse and implement changes to service delivery, and directly contribute to continuous service improvements.
9. Demonstrate strong written communications on a daily basis, by producing reports, papers, briefings, policies, articles and other documentation, as required.
10. Preparing business reports and communications appropriate to the intended audience that deliver the required impact and outcomes.
11. Developing and maintaining effective working relationships with all those within the host function, project teams and other key contacts, internally and externally, at all times.
12. Becoming a pro-active team member, playing a full part in meetings and shared and individual learning interventions events, as appropriate and required.

General

1. Taking responsibility for your continuing professional and personal development.
2. Contributing to the wider planning of both host organisations
3. At all times acting in accordance with local policies and procedures.
4. Being seen as an effective representative for both Macmillan and British Heart Foundation and acting at all times in a professional manner conducive to promoting a positive image.

Graduate Person Specification

Criteria	Essential	Assessed			
Qualification	Degree 2:1 or above	Application Form			
Knowledge	<ul style="list-style-type: none"> • Ability to apply intellectual rigour and understanding, analyse, interpret, explain and summarise complex data and issues in a logical manner. • Ability to think ahead and demonstrate effective problem solving skills • Ability to use a wide range of Microsoft Office packages particularly in the areas of Word, Excel and Outlook. • Excellent listening, written and oral communication skills including the ability to adapt oral and written communication methods and styles to suit the audience. • Ability to prioritise conflicting tasks and a challenging workload. • Ability to adapt to a changing environment. • Ability to work effectively as part of a team. • The use of a variety of problem solving techniques to develop and improve the service. • Ability to work pro-actively and with minimal instruction. • Ability to remain calm, confident and professional. • Self motivated and committed to achieving targets. 	At interview and assessment centre			
Skill Level	Project Management	1	2	3	4
	Relationship management	1	2	3	4
	Problem Solving	1	2	3	4
	Team Working	1	2	3	4
	Translating and communicating complex issues to different audiences	1	2	3	4

Values and Behaviour

Planning and Performance - Delivering results

- Translates priorities into effective plans
- Delivers outcomes against goals
- Sets clear objectives and success measures
- Is proactive in finding solutions

Communicating and Influencing

- Has personal impact and influences others
- Willing to challenge and speak out
- Uses clear and uncomplicated language

Working with others —Acting as one team

- Shows a collaborative inclusive approach
- Shows respect for others differences
- Offers support and help to others to generate mutually beneficial solutions

Decision making

- Thinks and weighs up issues
- Seeks information to based decisions on generating good solutions with people across both organisations which balance the local and national agenda

Change —Enabling change

- Demonstrates resilience
- Manages conflicting priorities and demands
- Open to others ideas generates ideas to improve ways of working

Application Form, Interview and Assessment Centre

	<p>Self Development – Learning and Improving</p> <ul style="list-style-type: none">• Takes responsibilities for own development• Seeks out opportunities for learning• Seeks out feedback and uses this to develop greater self-awareness.	
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Safeguarding

Macmillan Cancer Support and British Heart Foundation are both safeguarding employers committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults and expect staff and volunteers to share this commitment.