

Job title	Emerging Minds Intern Internship with the Emerging Minds Network
Division	MEDICAL SCIENCES
Department	PSYCHIATRY
Location	Department of Experimental Psychology, Anna Watts Building, Radcliffe Observatory Quarter, Oxford This internship may be conducted remotely or at our Oxford base. You will need to have access to a safe and quiet place to work during the period of the internship. You will need to be available to travel regularly to Oxford to assist with in person events and meetings.
Grade and salary	Grade 4: £11.81 per hour
Hours	Full time (37.5 hours per week) We are also interested to hear from candidates who would like to undertake the internship on a part-time basis (minimum of 2 days per week).
Contract type	Casual contract for 12 weeks beginning 5 September 2022
Reporting to	Emerging Minds Network Manager

The role

We are seeking an intern to help us encourage and enable research into **children and young people's mental health** through supporting our events and development programmes for researchers.

We particularly welcome applications from candidates with lived experience of mental health difficulties and from backgrounds under-represented in mental health research.



You will be working within the Emerging Minds team within the growing TOPIC Group (The Oxford Psychological Interventions in Childhood and adolescence).

The Emerging Minds Network is a mental health research network funded by UK Research and Innovation. Our vision is to see the number of children and young people who experience mental health problems halved within 20 years. We are fostering research collaborations, across sectors and disciplines, focusing on mental health promotion, prevention and early treatment for children and young people.

This internship role will focus on supporting with our Emerging Minds network conference, planned for 17 October 2022 and for sharing the research findings and progress made by the network.

What we can offer

The opportunity to work alongside experienced researchers and other professionals in a world class university setting. You will have the chance to develop your communication skills and deepen your knowledge of children & young people's mental health. You will also have a chance to work closely with and make connections with experts in the charity sector, those with lived experience of mental health difficulties, policy makers and practitioners.

We will also provide 1 to 1 line management and will endeavour to ensure the internship supports your personal and professional development.

You can contact Emily Lloyd for an informal chat about this opportunity or if you have any questions or require any further information about the role by email at emergingminds@psych.ox.ac.uk

Responsibilities

- Support with planning and delivery of the Emerging Minds conference, including supporting on the day itself.
- Assisting with prompt and careful administration of payments and expenses to enable those from community organisations, lived experience expertise and early career researchers can participate in our activities.
- Assisting with keeping accurate records, for example: the accessibility, dietary and other requirements of our event participants to ensure that the event is welcoming and comfortable for all our attendees.
- Support administrative aspects of the project including arranging meetings, minuting meetings and workshops and keeping accurate records.
- Assist with evaluation of the conference through collating and assisting with analysing feedback.
- Contribute to sharing the outputs from the conference in an accessible and engaging way e.g.: illustrations, films, blogs etc.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children

Selection criteria

Essential selection criteria

- Interest in children & young people's mental health research
- Degree in a related subject or equivalent experience
- Strong interpersonal skills (over the telephone/ Teams, and via email)
- Ability to manage own activities, including strong organisational skills.
- Proven ability to meet deadlines
- Excellent communication skills, including the ability to write clear and engaging text.
- Ability to work effectively remotely

Desirable

- Awareness of mental health difficulties, specifically in groups under-represented in mental health research
- Communications experience, e.g.: writing reports, newsletters for public audiences.
- Experience of carrying out research

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic,

commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 220 staff including 33 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover approaching £10 million with more than 130 research grants.

For more information please visit: <http://www.psych.ox.ac.uk>

The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

How to apply

Application is by CV and covering letter – please sent this to Emily Lloyd emergingminds@psych.ox.ac.uk by 9am on Monday 4th of July 2022.

Interviews for this role will on Thursday 14th of July 2022

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.