

JOB DESCRIPTION

Institute of Food Science & Technology

Job Title:	Scientific Assistant Intern
Accountable To:	Head of Knowledge, Learning & Communications
Direct Reports:	None
Location:	Remote, UK-based
Status:	Part time (20 hours per week, flexible as agreed by manager), Band 1, Fixed-term 6 months contract

The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible as possible in using this as a framework.

The Position

This internship supports the work of the Institute's Scientific Committee, contributing to IFST's knowledge-sharing mission by helping to develop trusted resources. The role holder is expected to demonstrate a keen interest in developing their knowledge of the food sector in technical areas

Summary of Role and Responsibilities

This is a paid, part-time internship providing hands-on experience in a professional membership body. The role holder will act as a technical project resource to manage the identification, collation and creation of advisory knowledge-sharing materials for IFST stakeholders (including professionals working in the food sector) on an agreed topic.

Key Duties

This role provides support in the following areas:

- identify key existing external resources on the agreed relevant food science and technology related topic
- propose a suite of technical knowledge sharing materials on the topic
- create signposts to validated trusted resources
- share new IFST authored resources for review
- work closely with Head of Knowledge, Learning and Communications, Scientific Committee, SIGs and identified authors against a workplan with timescales
- participate in and support wider Institute activities, as required
- provide other relevant administrative support, as required

Development Opportunities

IFST is the UK's leading professional body for those involved in all aspects of food science and technology. We are an internationally respected independent membership body with over 3,800 professional members, supporting people and businesses through knowledge sharing and professional recognition. Our membership comprises individuals from a wide range of backgrounds, from students to experts, working across a wide range of disciplines within the sector.

This internship offers a unique opportunity to gain insight into how a membership organisation operates at the heart of the sector. The role holder will have the opportunity to:

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- grow their professional network by working alongside leading food science and technology professionals
- develop an understanding of the role of professional bodies like IFST in supporting and advancing the sector
- attend IFST events, gaining exposure to the wider food science community
- work closely with IFST's Scientific Committee and Special Interest Groups
- gain experience of scientific and technical resource development processes
- develop practical workplace skills including team working, non-academic research, strategic communication and office systems

Person Specification

Criteria	Essential	Desirable	Assessed by
1. Skills	Strong written and verbal communication skills. Ability to manage own workload and work independently with minimal supervision. Good digital literacy, including Microsoft Office. Excellent attention to detail. Well organised.	Experience with research, science communication, content creation or digital tools.	CV/covering letter. Interview.
2. Knowledge	Good foundational knowledge of food science and technology. Curiosity about the sector and its role in society.	Awareness of current issues and developments in food science and technology.	CV/covering letter. Interview.
3. Experience	Evidence of taking initiative (in study, voluntary work, or extracurricular activity). Ability to deliver work to a deadline.	Experience in a workplace or professional environment. Experience working in industry (e.g. as placement student). Experience of basic administration.	CV/covering letter. Interview.
4. Other	Self-motivated, proactive and enthusiastic. Comfortable working remotely and as part of a wider team. Willingness to get involved in a range of tasks. Flexible, Self-motivated, proactive and enthusiastic.	Keen interest in professional development and building networks.	Interview.