

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.

Job Description

Job title:	Scientific Assistant (Internship)
Accountability to:	Senior Scientific Affairs Manager
Location:	Remote
Status:	Part time/flexible; 6 months duration

The Position

This role supports the Institute's Scientific Committee's activities.

Summary of Role and Responsibilities

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 agreed topics.

Details

This role provides support in the following areas:

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

Comment

- Expected to demonstrate a keen interest in developing one's knowledge of the food sector in technical areas
- Provides exposure to enable the role holder to:
 - i) grow their professional network
 - ii) develop an understanding of the sector and the role of professional bodies such as IFST
 - iii) appreciate the processes for resource development
 - iv) develop communication, business and professional skills, such as team working, non-academic research skills, strategic influence, office systems etc.

Person Specification

Criteria	Essential	Desirable	Assessed by
1. Skills	<p>IT literate including experience with Microsoft Office</p> <p>Confident, polite</p> <p>Good verbal and written (email) communication skills</p> <p>Excellent attention to detail</p> <p>Well organised</p>	<p>Professional</p> <p>High integrity</p> <p>Project management</p>	<p>CV/covering letter</p> <p>Interview</p>
2. Knowledge	<p>Good knowledge of a range of food science and technology areas</p>	<p>Keeps up to date with scientific advancements</p>	<p>CV/covering letter</p> <p>Interview</p>
3. Experience	<p>Experience of basic office and/or financial administration</p> <p>Experience of delivering excellent customer service</p>	<p>Experience working in industry (eg as placement student)</p>	<p>CV/covering letter</p> <p>Interview</p>
4. Other	<p>Flexibility and willingness to undertake a variety of tasks</p> <p>Ability to work collaboratively</p> <p>Ability to work independently</p>	<p>Proactive</p>	<p>Interview</p>