



Interested in techniques to involve the public in decision making? Interested in writing and analysing surveys? Want to know more about quantitative and qualitative research in public opinion and consultation?

We are seeking bright and enthusiastic students for placements in Bristol City Council's Consultation, Research and Intelligence Team. We are responsible for conducting surveys of public opinion and customer perceptions and presenting this information to senior managers and politicians. We use a range of techniques to find out more about public opinion including: questionnaires, online surveys, face-to-face interviews, focus group and public consultation events. We are also specialists in e-participation - using the internet to get people involved in local democracy and decision making.

We are looking for a trainee to assist in:

- Writing and improving questionnaires and setting-up online surveys
- Analysing results and producing charts and presentations
- Maintaining consultation records and results online
- Organising consultation events and focus groups
- Data inputting
- General administrative duties, including database and website maintenance

This position would suit somebody who is interested in consultation or market research. You will need an upper-intermediate level of English, to have studied a relevant subject and be confident dealing with statistics, producing graphs and powerpoint presentations. You will need to be an experienced user of MS Office and quick to learn new software packages. We are looking for a trainee who is able to work on their own initiative after receiving initial training and guidance. You must also be somebody who willingly does the other general administrative duties which occur in the office!

We are looking for a trainee who is prepared to give a commitment of at least 3 months.

This position is unpaid, but we can cover local travel expenses if agreed in advance. There is also the option to apply for a Leonardo da Vinci grant if you are from outside the UK. You will have to find a sending organization in your respective city that is willing to help you with the application. In this case, accommodation, subsistence and travel costs will be funded by the EU.

Interested? Please complete and send the attached registration form to: Consultation, Research and Intelligence Team, Bristol City Council, The Council House, College Green, Bristol BS1 5TR.



Trainee registration form

Please return form to: Consultation, Research and Intelligence Team, Bristol City Council,
The Council House, College Green, BS1 5TR. Tel: 0117 922 22852
E-mail: consultation@bristol.gov.uk

Personal details / contact information

Name:

Address:

Telephone number:

E-mail:

Emergency contact name, telephone number and relationship to trainee:

Placement information

Please explain why you are interested in a placement with the Consultation, Research and Intelligence Team:

What skills or experience do you have that you would particularly like to use or develop through a placement with us?

For how long would you like to do your placement with us (please note that we do not accept any placements which are shorter than three months)

If possible, please tell us the dates that you think you would be available:

Reference

Please provide details of a referee who knows you well enough to comment on your suitability for this placement. They could be a tutor, an employer or another professional, but must not be relatives or friends.

Name:

Address:

Telephone number:

E-mail:

How do they know you?

Your access needs

We want to make your experience of applying for and undertaking this placement as accessible and comfortable as possible. To do this, we need to know about your needs, for example, do you need an interpreter (sign or community language), or do you use a wheelchair or have a disability? [The Disability Discrimination Act 1995 defines disability as: "A physical or mental impairment which has a substantial or long-term effect on someone's ability to carry out normal day-to-day activities."]

YES / NO (please circle)

If yes, please give brief details:

Do you have any health issues or problems that could affect your placement?

YES / NO

If yes, please give brief details:

Equal opportunities questionnaire

Bristol City Council is working to ensure that its workforce, including trainees, reflects the city's diverse population. We can only judge our success in this area if we have full information regarding the gender, ethnicity and disability of all prospective trainees. The information will be kept confidential and used only for monitoring purposes.

Disability

With reference to the Disability Discrimination Act definition:

Do you consider yourself to be a Disabled person? Yes / No

Ethnic origin

Please note that these categories reflect those used in the 2001 Census. How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box:

White	WU	British	
	WI	Irish	
	WO	Other white	
Mixed	MC	White & black Caribbean	
	MA	White & black African	
	MS	White and Asian	
	MO	Other mixed	
Asian or Asian British	AI	Indian	
	AP	Pakistani	
	AB	Bangladeshi	
	AS	Other Asian	
Black or Black British	AC	Caribbean	
	AA	African	
	AO	Other black	
Chinese or other	AH	Chinese	
	OE	Other ethnic group	
	UU	Don't know / not sure	
	RF	Would rather not state	

Religion / belief

How would you describe your religion / belief?

Please tick one box:

C	Christian	
B	Buddhist	
H	Hindu	
J	Jewish	
M	Muslim	
S	Sikh	
O	Other	
N	None	
U	Don't know / not sure	
R	Would rather not state	

Sexual orientation

How would you describe your sexual orientation? Please tick one box:

H	Heterosexual	
G	Gay / lesbian	
B	Bisexual	
U	Don't know / not sure	
R	Would rather not state	

The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995).



Interested in the world beyond Bristol? Want to get experience in European and international affairs? Want to make a difference to the city?

We are seeking bright and enthusiastic students for placements in Bristol City Council's International Team.

The European and international Team is responsible for Bristol City Council's relations with sub-regional, regional, national and international partners, helping city leaders to influence policy decisions, win public and private investment, learn from others and improve our international reputation.

We are looking for a trainee to assist in:

- Preparing briefing notes and presentations on European funding programmes and policy.
- Advising on bids for funding from government or the EU.
- Finding contacts in other cities with good ideas who can help us to improve our services.
- Organising events and promotions to raise Bristol's profile.
- General administrative tasks such as preparing databases.

This position is unpaid, but we can cover local travel expenses if agreed in advance. There is also the option to apply for a Leonardo da Vinci grant if you are from outside the UK. You will have to find a sending organization in your respective city that is willing to help you with the application. In this case, accommodation, subsistence and travel costs will be funded by the EU.

Interested? Please complete and send the attached registration form to: European and International Relations Team, Bristol City Council, The Council House, College Green, Bristol BS1 5TR.



Trainee registration form

Please return form to: The European and international team, Bristol City Council,
The Council House, College Green, BS1 5TR. Tel: 0117 922 2791.
E-mail: mareike.schmidt@bristol.gov.uk

Personal details / contact information

Name:

Address:

Telephone number:

E-mail:

Emergency contact name, telephone number and relationship to trainee:

Placement information

Please explain why you are interested in a placement with the European and international team:

What skills or experience do you have that you would particularly like to use or develop through a placement with us?

For how long would you like to do your placement with us (please note that we do not accept any placements which are shorter than four weeks)

If possible, please tell us the dates that you think you would be available:

Reference

Please provide details of a referee who knows you well enough to comment on your suitability for this placement. They could be a tutor, an employer or another professional, but must not be relatives or friends.

Name:

Address:

Telephone number:

E-mail:

How do they know you?

Your access needs

We want to make your experience of applying for and undertaking this placement as accessible and comfortable as possible. To do this, we need to know about your needs, for example, do you need an interpreter (sign or community language), or do you use a wheelchair or have a disability? [The Disability Discrimination Act 1995 defines disability as: "A physical or mental impairment which has a substantial or long-term effect on someone's ability to carry out normal day-to-day activities."]

YES / NO (please circle)

If yes, please give brief details:

Do you have any health issues or problems that could affect your placement?

YES / NO

If yes, please give brief details:

Equal opportunities questionnaire

Bristol City Council is working to ensure that its workforce, including trainees, reflects the city's diverse population. We can only judge our success in this area if we have full information regarding the gender, ethnicity and disability of all prospective trainees. The information will be kept confidential and used only for monitoring purposes.

Disability

With reference to the Disability Discrimination Act definition:

Do you consider yourself to be a Disabled person? Yes / No

Ethnic origin

Please note that these categories reflect those used in the 2001 Census. How would you describe your ethnic origin? (If you do not identify with any of the categories listed, please use one of the "other" categories.) Please tick one box:

White	WU	British	
	WI	Irish	
	WO	Other white	
Mixed	MC	White & black Caribbean	
	MA	White & black African	
	MS	White and Asian	
	MO	Other mixed	
Asian or Asian British	AI	Indian	
	AP	Pakistani	
	AB	Bangladeshi	
	AS	Other Asian	
Black or Black British	AC	Caribbean	
	AA	African	
	AO	Other black	
Chinese or other	AH	Chinese	
	OE	Other ethnic group	
	UU	Don't know / not sure	
	RF	Would rather not state	

Religion / belief

How would you describe your religion / belief?

Please tick one box:

C	Christian	
B	Buddhist	
H	Hindu	
J	Jewish	
M	Muslim	
S	Sikh	
O	Other	
N	None	
U	Don't know / not sure	
R	Would rather not state	

Sexual orientation

How would you describe your sexual orientation? Please tick one box:

H	Heterosexual	
G	Gay / lesbian	
B	Bisexual	
U	Don't know / not sure	
R	Would rather not state	

The collection of equalities information conforms with employment provisions in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995).