

General Information

Title: Production of this year's 'Vital Signs' publication

Non-Academic partner: Cambridgeshire Community Foundation

Location: Hangar One, The Airport, Newmarket Road, Cambridge, CB5 8TG

Duration: 1 month

Start date: March 2018 or later (Negotiable)

Full or Part time: Both part of full time is available.

Who are you going to work with

Cambridgeshire Community Foundation (CCF) is part of a worldwide charitable network of community foundations. In the year to March 2016 Cambridgeshire Community Foundation managed 55 charitable funds which it administered on behalf of organisations and individuals. Using the donors' support, CCF offered £1.6 million to 270 different charities and community groups.

Vital Signs is a programme initiated by the Community Foundations of Canada and since 2013, a number of community foundations in the UK, including Cambridgeshire, have taken part. The goal of Vital Signs is to "take the pulse" of our local community; to provide a sense of where we are at... and where we might be going. <http://www.cambscf.org.uk/vital-signs.html>

Project overview and objectives

1. Gathering and analysing existing data from local and national sources, and identifying headline issues (see <\\Ccfbsserver\generalfiles\Root\Vital signs\2017\Researching Vital Signs April 2016.pdf> for guidance on researching Vital Signs and suggested data sources);
2. Carrying out a community consultation (in the past this has been carried out through an online survey) asking for the views of local people on the positive and negative aspects of their community;
3. Writing a "Vital Issues" referenced research report including research data and community consultation results;
4. Creating a Vital Signs summary report, a high level summary and visual presentation of results working with a designer.

How do you expect to spend your day

Week one

- Read CCF's 2016 & 2017 Vital Issues reports, paying particular attention to the section relevant to this year's chosen social theme.
- Read the UKCF guide to researching Vital Signs.
- Explore the relevant data sources suggested in the UKCF guide; also see the list of sources used for the 2016 Vital Issues report.
- Look for more local sources of data; is it possible to drill down to district level, or even smaller areas (catchment area)?

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- Become familiar with Salesforce, particularly searching and creating reports. Watch training videos and webinars.

Week two

- Start writing referenced Vital Issues report.
- Put report in context by reviewing the chosen topic across the county in general.
- Focus on the chosen social theme, remembering that there will be links with other social issues.
- Plan community consultation, which has been carried out in the form of an online survey in the past, but could involve focus groups or interviews.

Week three

- Meet with Sam Weller, CCF trustee and Chair of the Grants and Community Impact Committee to discuss findings to date and possible contacts to interview.
- Continue to write Vital Issues.
- Carry out community consultation.

Week four

- Finalise Vital Issues.
- Select headline stats to include in *The Forum* and plan “Spotlight” section of magazine.
- Select CCF funded projects to feature.

The ideal intern's personality and qualifications

The ideal intern will be a highly motivated researcher who can work well independently but is also able to engage in team working to develop ideas and discuss project objectives and process. S/he should also be interested in the application of social research to policy problems and be flexible and curious – that is, able to engage with varied issues and approaches on any given day.

What are the benefits of Interning at this project

As a community foundation it is essential that, if we are going to have a lasting impact today and into the future, we capture and share with our donors and other stakeholders, an understanding of life in our local communities. We believe Vital Signs has helped us to do this by providing an in depth look at statistics and facts gathered from local and national sources.

We use Vital Signs to “start conversations” with our donors, partners, voluntary and community groups and other stakeholders. By measuring the vitality of our communities in key areas, we hope to be able to:

- Better inform our donors about issues and opportunities in the community.
- Assist us in making connections between individuals and groups to address those issues.
- Set priorities and identify opportunities.

Apply for this role

If you are interested in applying for this opportunity, please email the completed application form and a CV to esrcdtp@admin.cam.ac.uk .

Please note that all applications must be approved by the applicant's PhD supervisor.

The application deadline is **22 February 2018**. Results will be announced early March 2018.