



## AN INSIGHT INTO THE WORLD OF CONSULTANCY

REF. No. 881

### About us

Think consultancy sounds interesting but don't know what to expect?  
Want to see what life would be like as a consultant?  
Keen to make a difference by working with the public sector?  
Looking for work experience to boost your CV and help you take your first career steps?

We challenge you to seize this exciting opportunity to work closely with one of our managing partners or business unit leads for two months, to be thrown into the deep end to help on projects, and to see how business development in our network consultancy model works. Alongside supporting one of our leads, you will gain a first-hand understanding of the inner workings of a public sector consultancy, from contracts and finances through to event management and HR.

### Number of employees

10 employees including up to 3 interns at any one time, and we work with our network of over 500 independent expert consultants

### Tasks

As a consultancy intern you will be assigned to support one of our business leads in an area such as adult social care, housing, or customer-led transformation. You will support the lead in business development and project support activities, whilst gaining experience of business administration processes as well. The work will be varied, and the opportunities will depend on what projects we have on.

The types of things you get involved in could include desk research, coordination of client engagement, maintenance of project documentation, creation of drafts and templates, and much more. Throughout the programme you will gain an understanding of the operations of the firm, of the different clients that RedQuadrant work with, and of the different types of projects that we support these clients to deliver.

You will learn about the core processes that sit behind the face of consultancy, including but not limited to:

- internal finances and expenses
- event organisation

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- supply management
- contract management
- office management

When project work fluctuates, you may be asked to help out with the daily tasks as well, such as:

- scanning, filing and organising documents and files
- event organisation including room bookings, sending out invites
- managing contacts
- preparing template documents
- greeting guests and answering general inquiries
- assisting with proposals
- general office duties, e.g. watering the plants, collecting the post, emptying the dishwasher

## Skills needed

A successful intern will:

- be enthusiastic about taking on new challenges, tasks and processes
- be happy doing a variety of tasks
- be used to working to tight deadlines
- be extremely organised and have excellent attention to detail
- be adaptable (as we are a growing organisation where priorities regularly change)
- be comfortable working with a diverse range of people
- be accustomed to having an independent workload
- have an interest in consultancy, particularly within the public sector
- demonstrate confidence with a very good level of spoken and written English
- have excellent skills in MS Office (Word, Excel and PowerPoint)

## Skills to be acquired

As well as gaining invaluable insight into the world of consultancy, you will gain a number of core transferrable skills during your time with us:

- Communication with clients and colleagues
- Business formatting and document presentation
- Time management
- Proof-reading
- Workload management

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- Independent and team working

Your internship is all about what you make of it, so the more you put in, the more you will get out of it and the more you will learn! At the end of your internship, there will be a formal career development meeting discuss what you have learnt, and to give you advice on your aspirations and possible progression opportunities.

Learning and development is a core aspect of the RedQuadrant way of work, both for our clients and for our core internal team. We run weekly training sessions aimed at building core competencies for succeeding in business support, including topics such as:

- Time management
- Planning and prioritisation
- Customer-led transformation techniques
- Leadership skills
- Agile methodologies
- Communication skills
- Management skills
- Process mapping

In addition to these, we hold monthly networking events for the wider consultant network, which you are encouraged to attend. These are on a range of topics including customer-led service design, lean process improvement, prototyping, and systems leadership. We regularly hold additional development training sessions for both our core consultants and clients and, where it is possible, you may have the opportunity to join these too. These of course will be at no cost!

## Duration of the internship

3 months or more

## Office languages

English

## Location

Vauxhall, London

## Financial support

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The opportunity is unpaid, but you will be reimbursed for your travel costs within zones 1-6, and the company buys lunch on the days of weekly training! Fruit and refreshments provided free at the office.

## Office hours

Monday-Friday, 9am-5:30pm, with half an hour for lunch.