

## PHAA internship program 2024: for future leaders in public health

For public health students looking to improve their policy and advocacy skills to gain confidence as a future leader.



6-weeks  
or 12 weeks



Online



15 or 30 hrs per  
week



Paid



1-year PHAA  
membership



1x Annual  
conference  
registration

The PHAA National Office offers up to five internships every year to undergraduate or postgraduate students. The aim of the internship is to provide practical skills and knowledge in the area of health policy and advocacy. The internship workplan is directly aligned with and driven by the key priorities of the [PHAA Strategic Plan 2021-2025](#)

### Two formats

Applicants have the option of applying for either of two formats, each of which would have around the same total hours of engagement.

- Option A: Focussed six-week internship, at apx 30 hours per week
- Option B: Longer, student-friendly internship for 12 weeks, at apx 15 hours per week

### Internship block dates

- Slot A1: (6 weeks, 30 hrs/wk) 5 Feb – 15 March 2024
- Slot A2: (6 weeks, 30 hrs/wk) 13 May – 21 June 2024
- Slot A3: (6 weeks, 30 hrs/wk) 28 Oct – 6 Dec 2024
- Slot B1: (12 weeks, 15 hrs/wk) 19 Feb – 10 May 2024
- Slot B2: (12 weeks, 15 hrs/wk) 5 Aug – 25 Oct 2024

(Note: minor variations to these date ranges can be considered, subject to fitting within the overall annual program)

### Which block can I apply for?

All of them. Applicants apply generally, and all applicants will be considered on their merits together as one pool. In the application form each applicant should flag at least 1, and as many as all 5, of the time blocks which they might be available for.

## Application process

- A call for applications will be posted on the PHAA website, advertised in the Pump newsletter, and posted to social media as well as alliance partner communications (in Dec, for a period of three weeks)
- Applicants will be requested to complete an application form, submit a letter of interest, CV and identify their preferred internship block
- Applications will be [submitted via this form](#) and assessed by the Policy Team
- The Operations Manager will act as an impartial assessor, if required, and independent advisor during the period of each internship block
- The CEO will approve the selection of the intern

## Eligibility Criteria

- Public health (or related field) undergraduate or postgraduate students currently enrolled (or recently graduated within the last 12 months) in an Australian university

## Selection Criteria

- Preference provided to existing PHAA members
- A passion and dedication to the field of public health and commitment to the values of PHAA
- Proficient research and report-writing skills
- Aboriginal and Torres Strait Islander people and members of other diverse groups are particularly encouraged to apply.

## Payment

For 2024, PHAA will grant a stipend of \$2,500 to each intern to financially support them during the internship. PHAA will provide this grant by part-payments through its payroll system on a fortnightly basis. The grant is conditional on completing at least 75% of the time commitment of the internship.

## Proposed internship workplan

- Introduction to PHAA staff, policies and processing including one-on-one meetings with the CEO, Operations Manager, Media and Communications Manager and Events Manager to understand the values, key priorities and major activities of PHAA
- Introduction to, and participation in submission writing
- Introduction to, and participation in PHAA policy statement coordination and writing
- Introduction to, and participation in campaign development and implementation (or ad-hoc special projects)
- Introduction to, and participation in partner and stakeholder activities including meetings and campaigns

\* Each week the intern will have an opportunity to publish a blog piece in the PHAA Intouch.

## Proposed internship outcomes and benefits

- Wide breadth of experience in multiple areas of public health
- Valuable networks created during the internship
- A letter of recommendation (upon successful completion)
- You will become part of the PHAA Intern Alumni Network
- 1-year complimentary PHAA membership (upon successful completion)

- 1 complimentary full conference registration to the annual conference (upon successful completion).  
Note: All travel, accommodation and meal expenses etc. are at the cost of the participant, virtual participation will be an option for those unable to attend in person.

## Intern Responsibilities

- Attending (primarily virtually) for the full intended hours of the internship
- Adhering to, and promoting the values of PHAA
- Confidentiality of all information related to PHAA and their members, partners and stakeholders

## PHAA Responsibilities

- One of the Policy and Advocacy team members will be allocated to each intern to provide supervision
- The maintenance of an inclusive, respectful and collaborative workplace, which facilitates learning
- The following of HR internal policies

## FAQS

### Why is the internship only offered online?

**VIRTUAL INTERNSHIP** enables the opportunity to take part in an internship from anywhere in Australia

### What are the differences between 6-week and 12-week options?

**SIX WEEKS/30HRS PER WEEK** provides an opportunity for interns to be fully immersed in PHAA and its activities, but is more demanding on interns' work/study/life commitments.

**12 WEEKS/15HRS PER WEEK** provides a less intense opportunity for interns to be engaged in PHAA and its activities, with less disruption to interns work/study/life commitments.

We provide both options to all different interns to balance their work/study/life commitments as they need.

### What are the benefits of PHAA membership?

**PHAA MEMBERSHIP** provides professional development and networking, as well as access to public health news, research and jobs. Other benefits include reduced conference registration fees and reduced ANZJPH publication charges.

### What are the benefits of a full conference registration?

**CONFERENCE REGISTRATION** in addition to PHAA conferences which may take place during the internship, interns are provided with a complimentary full conference registration to attend a the annual PHAA conference. Attendance will enable the intern to meet PHAA staff, members and other interns in person, as well as, benefit from the research, networking and experience of attending one of Australia's largest public health conferences. Expenses related to travel, accommodation and meals will not be provided by PHAA.

### Why should I choose to apply for an internship at PHAA?

**ACTIVE MEMBERS:** 2,000+ diverse public health advocate around the country

**SPECIAL INTEREST GROUPS AND BRANCHES:** 18 special interest groups and 7 branches offers programs, pop-ups and events across Australia

**INTERNATIONAL CONNECTIONS:** PHAA collaborates with partner public health associations and the World Health Organization

**INFLUENCE:** PHAA is recognised as the principal non-government organisation for public health in Australia working to promote the health and well-being everyone in Australia. It is the pre-eminent voice for the public's health in Australia.