

COMMUNICATIONS INTERN

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| Salary: | £19,565 to £20,059 (London Living Wage) |
| Contract type: | 1 year fixed |
| Closing date: | Midnight, Sunday 31 January 2021 |
| Interview date: | Week commencing 15 February 2021 |
| Pension: | 10% employer contribution; 3% employee contribution to work place pension scheme. |
| Annual leave: | 26 days plus additional days to enable the office to close between Christmas and New Year. |
| Hours of work: | All full-time staff work 35 hours a week. Where evening or weekend work is required, time off in lieu is given. |
| Benefits: | Employee Assistance Scheme. |

Further details relating to conditions of service will be contained in a Contract of Employment.

Job Description

The postholder is employed by the Trust for London Trustee on behalf of the Trust for London (the Trust).

The Communications Intern reports to the Communications Officer who is accountable for all aspects of their work, or in her absence, the Head of Communications.

Objective

The purpose of the post will be to support the Communications team in delivering the communications strategy. The role will involve a range of activities including supporting communications planning, story-telling and research, assisting with channel management, and administrative tasks.

Functions and Responsibilities

1. Assisting with communications planning

- i. Helping to plan communications workshops and strategy sessions for strategic initiatives, network and coalitions.
- ii. Helping to plan and support administrative delivery of communications, campaigns, media and advocacy training.
- iii. Assisting with audience mapping and engagement.
- iv. Supporting the delivery of internal communications and engagement.

2. Story-telling and research

- i. Researching story-telling opportunities.
- ii. Assisting with the management of the content calendar and execution of the content strategy.
- iii. Supporting the development of content, in particular videos.
- iv. Carrying out image research, in line with Trust guidelines.
- v. Keeping abreast of issues in the public policy and media landscape.

3. Helping to manage our channels

- i. Helping to ensure that the Trust's website is kept up-to-date.
- ii. Assisting with data uploads for London's Poverty Profile.
- iii. Assisting with email comms, including our newsletter.
- iv. Proofreading content.
- v. Monitoring channel performance and reporting on key metrics.

4. Other tasks, including

- i. Contributing to a range of internal meetings.
- ii. Undertaking any other relevant tasks in relation to the work of the Trust as requested by the Communications Officer, Head of Communications and/or Director of Policy.