

JOB DESCRIPTION

Communications Assistant (Internship)

Job Details

Job Title	:	Communications Assistant (Internship)
Reports to	:	External Affairs Manager
Term	:	35 hours per week, 12-month contract
Location	:	Home based, with some travel to London
Salary	:	£21,840 per annum (£23,933 if London based)

Job Purpose

This role provides a chance to work in a fast-paced environment where you can see your work affecting change in the world. Reporting to the External Affairs Manager, the postholder will be part of a small, but experienced and motivated, communications team – learning how to develop content like podcasts and short films, manage complex events, run social media campaigns, write and edit copy and support detailed stakeholder engagement activities, among many other things. The postholder will be buzzing with enthusiasm to learn, a brilliant communicator (in writing as well as in person), highly self-motivated and able to work in a virtual team effectively. Some work experience and evidence of your ability to manage your time well and bring new ideas and new ways of thinking will also be key.

Key Tasks and Responsibilities

- Contribute to the writing and editing of impactful copy that can be used across a range of channels, including website news stories, blogs, social media posts and newsletters.
- Create engaging visual content for social media and our website – including static, audio and video
- Assist the execution of the social media engagement strategy, helping to find new ways to grow audience, engagement, reach etc. across different channels and support impact assessment and management.
- Co-ordinate key elements of stakeholder engagement (including assisting the production and distribution of FFCC's regular e-bulletin and newsletter, management of database, email marketing etc.)
- Assist with the organisation and management of events, both virtual and in person, including workshops, webinars and focus groups.
- Gather and disseminate information internally to ensure the team is aware of updates, news and events.
- Manage key admin tasks for the team (e.g. general enquiries email inbox, calendar updates, meeting co-ordination etc.)
- Support the External Affairs Manager to track, record and report impact data from the team's activities.

Person Specification: Knowledge and Skills Required

Essential

- Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders.

- Educated to degree level or equivalent, with a demonstrable interest in communications.
- Excellent organisational skills, with the ability to plan, prioritise and manage multiple tasks simultaneously.
- Strong IT and digital communication skills, with experience of writing and creating content for social media channels including Instagram and LinkedIn.
- Comfortable working alone, and virtually, demonstrating initiative, self-direction and motivation, and as part of a virtual networked team.
- Interest in the aims and ethos of FFCC.

Desirable

- Experience of organising meetings and events, both virtual and in person.
- Experience of using online marketing, social media and/or design platforms.
- Good news sense, with interest in current affairs and emerging communications ideas.
- Basic graphic design and video editing skills, e.g. Canva
- Experience in producing and/or editing podcasts

The job holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with the job grade. This job description forms part of your contract with FFCC.