

## Job Description

<b>JOB TITLE</b>	<b>Methodist Internship Programme Communications Assistant</b>	<b>GRADE</b>	2
<b>REPORTS TO</b>	Communications Manager	<b>LOCATION</b>	25 Marylebone Road, LONDON, NW1 5JR
<b>CLUSTER</b>	All We Can, Methodist Relief and Development	<b>SECTION OR SUB-CLUSTER</b>	Public Engagement Team

### JOB PURPOSE AND OBJECTIVES

Working as a member of All We Can's Public Engagement Team, the successful candidate will have the opportunity to gain experience across a range of areas including communications, content generation, digital production and social media. The main focus of the role will be maximising opportunities for people to hear and share the stories of All We Can's work around the world.

Working with the Communications Manager and teams across All We Can to help share and promote stories and information relating to the work of All We Can around the world. This includes:

- Writing content for websites, social media posts and email communications for All We Can and other platforms working with the Communications Manager and other team members.
- Assisting in researching ideas for stories for All We Can's rolling editorial calendar. Identifying topics and themes for editorial pieces and looking for potential communications opportunities, and audiences for each piece
- Planning, researching and developing engaging content for use online
- Designing and editing graphics for the web and other digital communications channels
- Using the supporter perspective and All We Can's brand-guidelines to check for plain English, jargon-free and relatable content that appeals to the heart of our audience.
- Supporting the Communications Manager in cataloging both traditional and digital media.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<p><b>Direct reports</b> <i>Identify if the role has full managerial or supervisory accountability and to who</i></p>	In this role the Communications Assistant (Intern) will not have any managerial or supervisory role and will themselves report to the Communications Manager for All We Can.
<p><b>Resources</b> <i>(e.g. budget control, size of operations under control)</i></p>	n/a

### ROLE ACCOUNTABILITIES (Between 6 and 10)

*This section should list the most important duties and responsibilities for the role. These key responsibilities should focus on the targets and outcomes - **WHAT** is required not on **HOW** the job is done.*

The activities, functions and areas of accountability for the job.

1. Writing content for websites, social media posts and email communications for All We Can and other platforms
2. Assisting in researching ideas for stories for All We Can’s 2018-19 editorial calendar. Identifying topics and themes for editorial pieces and looking for potential communications opportunities, and audiences for each piece
3. Researching and creating weekly updates for the Public Engagement Team on unfolding humanitarian aid disasters so the team can stay fully briefed on all situations that All We Can is involved in.
4. Supporting the Communications Manager in cataloging both traditional and digital media.
5. Using the supporter perspective and All We Can’s brand-guidelines to check for plain English, jargon-free and relatable content that appeals to the heart of our audience.
6. Playing an active role on the All We Can Public Engagement Team, attending team meetings and contributing ideas to whole team projects.
7. Project managing distinct social media engagement weeks (e.g. Refugee Week).
8. Designing and editing graphics for the web and other digital communications channels
9. Attending some regional/national events as appropriate to support the All We Can Team (e.g. a church speaking event, exhibition or Methodist Conference etc)
10. Any other duties, appropriate with the grade of the post.

## Person Specification

### GRADE LEVEL 2 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
A-Levels or equivalent	E		Application
A degree in a international development, communications or marketing subject		D	Application
Additional qualifications in writing or digital skills/management/social media management		D	Application
<b>Proven Abilities, Knowledge and Skills</b>			

Strong written and verbal communication skills, with excellent spelling, grammar, punctuation and attention to detail and an ability to write persuasively for a variety of audiences	E		A, I, written task
Competence in IT systems including Microsoft Office (particularly Word, PowerPoint and Publisher)	E		A, I, written task and P
Experience of writing content for a wide range of platforms, including publications, newsletters and website content and experience in creating audio-visual content		D	A, I
Experience of social media platforms; generating posts for Facebook and Twitter and how to evaluate		D	A, I
Research skills		D	A, I
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	E		A,I
A confident communicator	E		I
Comfortable creating communications content for a predominantly Christian audience	E		A,P
Highly organised, demonstrating a high level of initiative to ensure deadlines are achieved	E		A,I
Flexible, positive and adaptable, willing to undertake a wide variety of tasks	E		A,I
A strong team player	E		A,I

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*

## TERMS AND CONDITIONS

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy						
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council's Equal Opportunities policy						
<b>Physical Conditions:</b>	Open plan office accommodation						
<b>Remuneration:</b>	Circa £22,000						
<b>Hours of Work:</b>	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Cluster. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
<b>Holiday Entitlement:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
<b>Pension:</b>	There is a contributory final salary pension scheme to which eligible lay employees will be auto-enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme subject to certain provisions.						
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally three/six months.						
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.						