

EVENTS & COMMUNICATIONS INTERN

Title:	Communications & Events Intern
Remuneration:	£20,000pa
Hours of work:	37.5 (based on 09.00-17.30 with <1 hour break)
Location:	Flexible – Home based with travel to the London office when needed for meetings
Responsible to:	Office-based in central London (but with some flexibility for home working)
Contractual status:	Full time fixed term contract for two years.
Start date:	June 2021
Issue date:	May 2021

MAIN PURPOSE:

The Communications & Events Intern will support CIC's events and communications activities whilst gaining experience by learning a variety of skills to foster a future career working within Events and/or Communications. This is a one year fixed term contract that would suit a recent graduate or someone looking to gain entry level experience due to a career change.

Events

- Organise and run CIC events and meetings both virtual and physical (e.g. book venues, catering, registration, liaise with speakers, send out reminders, produce badges, papers and delegate packs).
- Manage registration, venue and speakers at CIC Council (3 x per year)
- Set up zoom meetings and webinars
- Organise any other ad hoc events, receptions, workshops, round tables as and when required.
- Create online registrations for events using Eventbrite.

Communications

- Support the production of CIC's suite of E-Newsletters in 'Mail Chimp' including sourcing content.
- Update the CIC website
- Help manage CIC's social media channels (LinkedIn & Twitter). Keep CIC's Media pack updated and send it out to relevant parties/when requested
- File CIC's press clippings
- Support CIC committees and panels, including arranging meetings, taking minutes and issuing papers.
- Any other ad hoc duties as required.

PERSON SPECIFICATION:

Key skills, experience and qualifications that are required:

- Excellent organisational, written and verbal skills
- Excellent time management skills
- Ability to establish and maintain good working relationships with a range of stakeholders (*e.g. members, customers, colleagues, designers and partner organisations*)
- Ability to multi-task and meet deadlines
- IT literate: to use a variety of software Windows 2016

Key skills, experience and qualifications that would be desirable:

- Events/marketing experience
- Knowledge of Social Media platforms
- A good knowledge of office practices, administration, event co-ordination and customer service skills and techniques
- Familiar with using Publisher, e-marketing, e-discussion groups, web updates, etc
- Willingness to learn and grow with the role
- A creative thinker

Other

- This role requires some travel
- Able to occasionally attend evening events and early morning events and other off-site functions (*estimated overnight travel would be a maximum of '3' nights per annum*)