

JOB DESCRIPTION – COMMUNICATIONS INTERN

Job title:	Communications intern
Responsible to:	Communications and Campaign Manager
Location of work:	Flexible / Home-working / Some travel to London
Salary:	£18,900 (plus benefits)
Duration:	12-month fixed term contract
Start date:	As soon as possible

Job purpose:

We're looking for a creative, dynamic and motivated individual at the start of their career (or making a career change) to support the development and growth of the organisation's communications function. This includes external communications, PR, social media and website content. It's a vital role that will help ensure our messaging cuts through to our target audiences, our reputation grows and ultimately that more people recognise the importance of Essential Digital Skills in the workplace, for both the individual and their employer.

FutureDotNow will endeavour to provide the successful intern with opportunities to develop their skills, knowledge and experience in communications, campaign management and creative content. Additionally, there will be opportunities for cross-department working at all levels.

This is a remote-working role. The successful candidate will be part of a small, collaborative and supportive team, however they will need to be comfortable working independently, and able to self-motivate and problem-solve with less oversight and interaction than would be expected in an office environment.

About FutureDotNow:

FutureDotNow is a coalition of industry leaders focused on closing the digital skills gap in the UK workforce. We're coordinating industry action to equip working age adults across the UK with the Essential Digital Skills (EDS) they need to thrive in work and prepare for our digital future.

The UK workforce is digitally underpowered; an estimated 11.8 million adults still lack the Essential Digital Skills for Work – that's 36% of all working adults. FutureDotNow is working to change that, at pace and at scale. We're helping businesses understand that a significant proportion of the workforce do not have the digital basics they need for the workplace. And we're empowering industry business leaders to take action and drive change, because addressing this is fundamental to business recovery, national productivity, and personal prosperity.

Our action-centered community cuts across all industry sectors, helping organisations develop, share and implement best practice. We want every working-age adult across the UK to have the opportunities they need to grow their digital confidence and capability, and thrive in our increasingly digital world.

Established in 2019, We are more than 170 members strong, convening the reach and influence of industry leaders such as Accenture, BT, Good Things Foundation, Lloyds Banking Group, Nominet, PwC and Salesforce who all sit on our Board.

Key responsibilities

Social media and content:

- Create engaging content, including graphics, audio and video for a variety of channels to support projects and communications plans
- Write clear, accurate and engaging copy for a variety of channels, including for our websites, newsletters, social media accounts, and reports
- Assist with the ongoing monitoring of social media, including analytics, formulating responses and amplifying content
- Write clear, accurate and engaging copy for a variety of channels, including for our websites, newsletters, social media accounts, and reports
- Support the development of compelling stories and case studies about the organisations and individuals in our coalition
- Draft copy for others, and review copy written by others, providing feedback

Website:

- Help monitor and maintain our websites, using our content management system (CMS)
- Regularly monitor and report on website analytics, identifying trend that might influence the success of future content.

External communications (including advocacy, events and public affairs):

- Help monitor and manage press inquiries.
- Help map and manage key stakeholders.
- Support the delivery of key events for the organisation.
- Help to identify external communications and PR opportunities.
- Assist with the organisation and ongoing maintenance of key systems used by the Communications Team (e.g. case study and media relations databases).

Other:

- Report regularly to your line manager, sharing learning and flagging any difficulties or concerns early on, and delivering within agreed timescales.
- Produce brief updates (verbal or written as required) to keep colleagues and partners in the loop and to be transparent and accountable.
- Provide ad-hoc communications support to the Membership Team as required (e.g. copywriting support for member events and newsletter).
- Be a collaborative and supportive team member, ready to contribute to the entire team's workstack, especially during busy times.
- Attend both in-person and virtual FutureDotNow members' events, and the events of our stakeholders.

Experience, knowledge and skills required**Experience:**

- Experience of working as part of a team to deliver an outcome
- Experience of working or volunteering in a fast-paced environment (or proven appetite to gain this experience)
- Experience of copywriting and content creation, especially for digital platforms
- Experience of working across multiple projects
- Experience translating complex information into an easy to understand format.
- Experience of Microsoft Office, Teams, Word, PowerPoint and Excel (**desirable**)
- Experience of using a WordPress based Content Management System (**desirable**)

Skills and knowledge:

- Excellent verbal, written and inter-personal skills
- Excellent copywriter and proof-reader with an eye for detail
- Ability to create rich media (e.g. video, audio and graphics) for digital channels
- Confident communicator
- Ability to think creatively
- Ability to work to a brief
- Excellent time management, with an ability to work independently, prioritise and work to a deadline
- Able to handle confidential information in a sensitive and trustworthy way
- Excellent IT skills - word processing, spreadsheets, slides/presentations, email.
- Knowledge of design software, for example Photoshop, Illustrator or Canva (**desirable**)

Interested? We'd love to hear from you, please send us your CV and a short cover letter (no more than 500 words!) on why you would be great for the role to jobs@futuredotnow.uk by 5pm, 30 June 2022.

We are committed to promoting equal opportunities in employment. We encourage and welcome applications from people of all backgrounds.