

Communications Intern: Role description and person specification

Location: Portland Square, central Bristol

Closing date: midnight, Sunday 19th March 2017

Interviews: week commencing 20th March 2017

Start date: late March 2017

Work pattern: we ask for a commitment of two days per week, for six months. Exact working days would be agreed between the intern and their line manager; we are flexible and work to accommodate existing commitments as much as possible.

This is a voluntary internship, with reasonable travel and lunch expenses covered.

About Temwa:

We work to bring about sustainable community development in remote, rural areas of northern Malawi – one of the poorest countries in the world. We achieve this by training villagers in sustainable agricultural techniques; planting trees to combat the devastating impacts of deforestation and climate change; running HIV testing clinics and working to combat the associated stigma; funding students through their secondary school education; and providing microloans to small-scale businesses.

Most of our team is based in Mzuzu, northern Malawi, from where we manage and run all our projects. Our UK operations, focusing mostly on fundraising and communications, are based in central Bristol. We're a small team, comprising two full-time and three part-time members of staff, alongside between two and four part-time interns.

Internship overview:

We're looking for a highly motivated and committed intern, with a passion for international development, to support us in delivering our marketing and communications strategy.

This is a great opportunity to join a small, friendly team and gain invaluable experience of working in the charity/NGO sector. As a key member of the team, you'll have real responsibilities and will be able to apply your existing skills and experience to our organisational mission, whilst developing your skillset and enhancing your CV.

Key duties:

Supporting the Communications and Fundraising Coordinator with day-to-day operations, including:

- Engaging audiences through creating compelling content for social media, the web, and press
- Developing and maintaining the organisational social media presence
- Proactively seeking out interesting and relevant content to use in communications
- Assisting with the creation of marketing materials, including liaising with external suppliers
- Researching, writing and editing case studies, with input from the Programmes Development Manager and the team in Malawi
- Devising and implementing marketing campaigns to promote our large-scale fundraising events
- Promoting sponsored challenges, working to target and recruit participants
- Researching and developing press and PR contacts

Supporting the overall running of our small but busy fundraising office, including:

- Ensuring that all new contacts are added to the organisational database, and that existing ones are kept up-to-date
- Maintaining accurate records and budgets
- Supporting the rest of the team with ad-hoc tasks when necessary

Experience, knowledge and attributes required:

Essential

- Demonstrable interest in international development, with a passion for and belief in Temwa's mission
- Excellent written communication skills, with great attention to detail and the ability to engage different audiences through writing
- Strong all-round ICT skills, with proficiency using MS Office (including Excel) and web-based applications
- Experience of using Wordpress or a similar CMS
- Great interpersonal and teamwork skills, with the ability to work successfully alongside people at all levels
- Reliable, proactive and self-motivated attitude, with the ability to take the initiative and work independently when needed
- Well-organised approach to work with excellent time management, with experience of working to tight deadlines

Desirable

- Experience of working or volunteering with a charity or NGO
- Experience of writing blogs, case studies, articles, or press releases
- Interest in digital communication and trends
- Experience of using social media in a professional context

How to apply:

Please send a CV (2 pages maximum) and covering letter (1 page maximum), outlining why you're interested in this role and how you meet the person specification above, to info@temwa.org. If you have any questions, or to discuss informally, give us a call on 0117 403 1426.