

Leaders' Quest is seeking a full-time intern for a 6-month post with a focus on communications.

Job Title:	Communications Intern, 6 months
Location:	Richmond-upon-Thames, Surrey
Accountable to:	Communications Manager
Type of Post:	Full-time
Compensation:	£250 per week

About the role:

The Communications Intern will play a key role in supporting areas our communications and marketing activities in order to engage our global community and generate revenue for our two programmes, Quests and Fellowships. These include:

- Online activity including website and social media
- Written, visual and interactive communication tools that bring to life the work of Leaders' Quest including: magazines, reports, newsletters, case studies, photos, web-media content and videos etc.
- Marketing campaigns for fellowship fundraising and Quest sales

Experience/Knowledge

- Demonstrated interest in the Leaders' Quests mission and priorities
- Excellent written and verbal communication skills
- Proficient use of business IT systems including Microsoft Word, Excel and PowerPoint, database systems and content management systems preferred
- Desire to work in a dynamic, entrepreneurial, results-oriented environment

Qualifications

- Degree level qualification or equivalent
- Applicants must be eligible to work in the UK

Skills

- Exceptional communications skills, including writing, editing and clearly and succinctly presenting complex content
- Excellent interpersonal skills; ability to interact with donors, trustees and key stakeholders; effective team player with individuals from a variety of backgrounds
- Highly self-motivated with demonstrated initiative and follow-through
- Excellent collaboration skills coupled with the confidence to champion novel initiatives
- Sound judgment and relentless attention to detail
- Patience to build lasting relationships and ability to align diverse interests
- A strongly developed sense of integrity, humility and discretion