

YWF: Marketing & Communications Intern



Young
Westminster
Foundation

The foundation is an exciting new cross-sector partnership, working with youth clubs, charities, schools, businesses and Westminster City Council. Together we will shape opportunities and create the best services for children and young people in Westminster. We are a membership organisation and will be building a vibrant membership base of organisations and people working with children and young people across the borough.

Days/Hours needed: 2 days a week (on site and off site) – 6 weeks (potential to extend)

Reports to: Phil Barron (CEO)

Location/Main site: Great Western Studios, 65 Alfred Road, W2 5EU

Purpose of the Role: We are a start-up charity with a small but fun team. Our work is all about partnerships – with youth clubs, schools, charities, businesses, government – so we need to communicate!

We are looking for a young person to support our marketing and communications activity. You would be expected to spend at least one day with us in our office and the other day (s) you could work flexibly even at home.

Tasks for the role include:

- Managing our social media channels (Twitter, Instagram, Facebook, Snapchat, LinkedIn)
- Updating content on our website
- Coordinating content for our newsletter
- Writing content for our blog
- Preparing presentations for the team to use
- Helping organise events, booking venues etc
- Joining us on partner visits and taking photos
- Participate in our Marketing and Comms Working Group

Benefits of the role:

- Exposure to a range of partner organisations increasing your knowledge and network with the charity sector and corporate responsibility with businesses.
- Motivation and sense of achievement at contributing to the development of an important new charity in your community.
- Meet a diverse range of interesting people.
- Learn new skills working with our team and build your confidence in the workplace.
- Gain valuable experience and reference to boost your career prospects
- The internship is unpaid but we pay travel and lunch expenses.
- Have fun!

Skills/ Experience required

- Confident communication skills and excellent English, especially written.
- Good knowledge of MS Word and Powerpoint
- Business/ marketing study/ qualification
- Good knowledge of social media
- Knowledge of content management systems (CMS)
- Basic knowledge of the third sector

Interested?

If you are interested in this role then please email Phil with your CV and a short letter explaining why you are interested in this role.

www.ywfoundation.com (our new website is coming soon!) Follow us @ywestfound



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