



Internship details

Role title:	Marketing & Communications intern
Location:	Raise premises in Liverpool
Line manager:	Chief Executive
Duration:	Volunteer: 2-4 days per week for 4-6 months (flexible) Student: project based (flexible)
Expenses:	This position is unpaid – travel expenses will be provided

Purpose

Established in 1999 Raise is an advice service that supports clients within their own home with welfare benefits, debt and financial capability advice at a specialist level. This is an opportunity to support the delivery of our training services in Liverpool. In order to achieve this we need a highly motivated Marketing & Communications intern who is organised with excellent communication and organisational skills, to help us deliver an excellent welfare rights training to our housing association partners.

The marketing intern will work closely with the Chief Executive and with the support of our housing association partners marketing teams to implement a communications plan that will raise the profile of Raise, promote our training services.

Authorisation details

Prepared and authorised by: Chief Officer

Date: May 2019

Main duties and responsibilities

- Assist with the overall communication of a training plan
- Establish contacts and work with local housing associations
- Develop and distribute promotional materials
- Identify and maximise advertising opportunities
- Identify opportunities for Raise staff to deliver training talks and presentations
- Maintain and develop comprehensive contact and distribution lists
- Support the logistical arrangements for training course delivery

- Expand the use of social media by Raise
 - Take responsibility for collecting and analysing feedback
 - Assist with the efficient operation of office including providing support staff as required
 - Ensure accurate and confidential management of all information and documentation
 - Meet all required deadlines
 - Other administrative tasks as required including supporting internal communications
 - Participate in line management and other meetings as required.
 - Actively participate in ongoing learning and development.
-

Knowledge, experience and skills (person specification)

Essential

Excellent communication skills

Excellent administrative and organisational skills

Excellent interpersonal skills with the ability to build good working relationships

Strong IT skills and familiarity with database systems

Knowledge of Microsoft packages including Excel and Word

Good research and internet skills

Good level of general education

Ability to interpret and follow policies and procedures

Ability to work on own initiative and prioritise workload

Ability to work under pressure and meet deadlines

Ability to work both independently and within a team structure.

Desirable

Relevant qualification / work experience

Experience of working in the third sector

Understanding of advice services

Understanding of training services