

Marketing & Communications Intern



International Children's Trust

Registered Charity: 254781

www.internationalchildren.org

Location: ICT Office, South Wing, Broadway Court, Peterborough, PE1 1RP
(with some potential for working from home)

Duration: 3-6 months

Working Hours: 2-3 days per week (9am – 5pm)

Start Date: Negotiable

Application Deadline: The position will continue to be advertised until filled

For nearly 50 years, the International Children's Trust has supported the education, protection and welfare of very vulnerable children helping them to move beyond the physical and psychological impact of poverty and build a better life. We believe that every child can be an inspiration to all of us, if they are given the right opportunities.

As a small charity based in Peterborough, we work in 9 countries throughout Africa, Asia, and Latin America. We partner with local grassroots organisations who understand the needs of children within their communities.

The International Children's Trust is currently looking to recruit a creative and engaging **Marketing and Communications Intern** who will work to strengthen the public recognition of our important work. We are in the process of implementing a new approach to our marketing and communications. A new look for our charity has included the launch of a new website. The successful candidate will work under the Executive Director to help implement plans for the greater use of social media and increase the online presence of the International Children's Trust.

This is a great opportunity for a young talented individual to gain insight into a variety of areas including charity operations, marketing, communications and international development. The successful candidate will also be using their talent to help this established charity inform the general public of our activities and successes.

Responsibilities include (but are not limited to):

- Developing and implementing our social media strategies
- Writing and developing communications campaigns that make use of existing and new platforms
- Continue the development of the new website, updating content and ensuring search engine optimisation.
- Assisting in the development of our marketing material to distribute to current and potential supporters

Skills and Experience:

- Relevant education or comparable work experience
- Interest in International Development and Children's Rights (preferable but not essential)
- A strong understanding of social media platforms, particularly Facebook and Twitter
- Knowledge and ability to write for a broad range of formats including websites, publications and social media
- Excellent computer skills, with a strong knowledge of MS Office (Adobe packages are desirable but not essential)

- Experience in Search Engine Optimisation (desirable)
- Must be creative, innovative and have a willingness to share ideas
- Ability to multi-task and problem solve
- Must be hard-working and able to work under minimal supervision
- Should have an excellent eye for detail
- Excellent written and verbal communication in English

Remuneration:

This is an unpaid, voluntary position and requires a person who can still commit to the minimum length of contract. This is a unique opportunity to work with a small international NGO in a friendly and flexible working environment where you have the ability to gain valuable hands-on and practical experience.

To Apply:

Please email a CV and cover letter to David Christie (Executive Director) (director@internationalchildren.org) with the position title in the subject line. Please note that only those applicants who are selected for an interview will be contacted and that only applications from those who are eligible to work in the UK will be considered. References will be required. The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check.