

Communications and Outreach Intern - Vacancy

11 October 2021

The European Institute is seeking to appoint a part-time communications and outreach intern to support and promote our work via social media accounts, websites, newsletters and blogs. The intern will also help with event organisation and developing our broader communications and outreach strategy.

Location: London Contract
Type: As and When Hours: Part-time (ca. 5 hours per week)
Salary: Grade 5, spine point 15 (£13.51 / hour)
Closes: Monday, 25 October 2021

The European Institute is UCL's hub for research, collaboration and information on Europe and the European Union. We exist to promote academic excellence in the study of Europe at UCL, working to provide a leading forum for intellectual debate and acting as liaison between the university and EU and UK policymaking communities. In addition to our work on policy and teaching, we provide a diverse programme of public events, provide expert analysis and commentary, and work with a wide range of UCL academics to develop Europe-focused research projects. As part of its expanding range of activities, the European Institute is seeking a part-time intern to assist with various aspects of communications and outreach work, in particular with regard to the Institute's online presence as well as its public events. The role would suit a postgraduate student able to undertake additional work alongside their studies.

Intern duties

- Maintaining the UCL European Institute website and European Voices website
- Creating and distributing regular email newsletters
- Using social media to promote events and outputs
- Commissioning, copy editing and posting content on the UCL Europe Blog
- Attending regular meetings with the European Institute team and contacts in UCL Laws
- To adhere to UCL Equal Opportunities policies in all activities, and to actively promote equality of opportunity wherever possible.
- The postholder will maintain an awareness and observation of Fire and Health & Safety Regulations.

Above and beyond:

- Podcast and video production
- Copy editing research and reports

Person specification

The person specification outlines the skills, knowledge and experience required for this post. Candidates will be considered based on how well they demonstrate that they meet the criteria for this particular role.

- Interest in Europe and European affairs – politics, arts and culture, history, migration
- Strong writing and editing skills

- Strong grasp of social media platforms – their strengths and how to use them to effectively promote events and outputs
- Basic graphic design abilities
- Experience using content management systems (Drupal/Wordpress experience a plus)
- Ability to self-start and comfortable pitching ideas
- Professional communication skills
- Strong undergraduate degree, some postgraduate experience desirable.

Hours: ca. 5 hours per week, depending on specific needs, projects and events. This is an As and When contract with flexible working patterns.

The postholder would start in November 2021 and work until July 2022. **Pay:** Grade 5, spine point 15 (£13.51 / hour).

To apply: please send a CV and a short covering email to lawshr@ucl.ac.uk by Monday, 25 October 2021. Any queries about the post, please contact u.staiger@ucl.ac.uk.