Communications and Outreach Intern Vacancy
UCL European Institute

Overview

The European Institute is seeking a part-time communications and outreach intern to provide proactive and professional communications support in order to help maximise the European Institute's profile and visibility, internally and externally. Duties will include the curation and development of our monthly newsletter, event promotion and organisation, maintenance of the UCL Europe blog and support across the Institute's social media channels.

Location: London Contract
Contract type: As and When Hours: Part-time (ca. 5 hours per week)
Salary: Grade 5, spine point 15 (£14.03 / hour)
Duration: November 2022-July 2023
Closes: Friday, 14 October 2022

About

The European Institute exists to enhance and develop UCL's position as one of the world's leading centres for the study of Europe and the EU. Internally, we enable, develop, and strategically support UCL research and teaching activities on Europe across faculties and disciplines, and foster an environment where work on Europe can flourish. Externally, we promote UCL expertise on Europe through a vibrant series of public events, blogs and articles, policy engagement and partnerships with a range of organisations across the UK and the EU.

To maximise the reach and impact of our work, the European Institute is seeking a part-time intern to play a central role in delivering the European Institute's communications activities, in particular with regard to the Institute's online presence and public events. Alongside this, the successful candidate will have an opportunity to support enhanced student engagement by helping to establish and working closely with a group of EI Student Ambassadors.

The role would suit a postgraduate student able to undertake additional work alongside their studies.

Intern duties

- Leading on the curation and development of the monthly EI newsletter
- Maintaining the UCL European Institute website and pro-actively addressing issues/suggesting improvements
- Using social media (including Twitter, Facebook and Instagram) to promote events and outputs to a UCL and an external audience
- Commissioning, copy-editing and posting content on the UCL Europe Blog
- Attending regular meetings with the European Institute team to maintain an overview of communications priorities, as well as liaising with key communications staff across UCL.
- Providing ad hoc event management support.

- Supporting the EI team in the establishment of a group of EI Student Ambassadors, designed to enhance student engagement with EI events and outputs.
- Adhering to UCL Equal Opportunities policies in all activities, and actively
- promoting equality of opportunity wherever possible
- Maintaining an awareness and observation of Fire and Health & Safety Regulations.

Above and beyond:
- Podcasting 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.

Essential
- Strong writing and editing skills
- Ability to self-start and comfortable pitching ideas
- Experience using content management systems in a professional context
- Experience using social media in a professional context
- Proven success in developing collateral to promote events and outputs online
- Interest in Europe and European affairs – politics, arts and culture, history, migration
- Strong undergraduate degree

Desirable
- Basic graphic design abilities
- Experience using Drupal/Wordpress
- Postgraduate experience in a relevant subject area
- Experience convening or establishing a new group or network

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

To apply: Please send a CV and a short covering email to lawshr@ucl.ac.uk by Friday 14 October 2022.

For any queries about the post, please contact l.shackleton@ucl.ac.uk