



Job Description

- Job Title:** Communications and Events Intern – Paying for It
- Scale/Salary:** £7 per hour
- Period:** Mon 19th November 2012 – Fri 22nd March 2013
- Responsible to:** Project Manager, Economics
- Location:** Old Street, Central London
- Hours of work:** Full time (30 hours per week) and subject to flexible practices between 8am – 6pm. Normal office hours are 9.00am to 5.30pm.

Background

The Citizenship Foundation is an independent charity (No. 801360) working throughout the UK and overseas to promote more effective citizenship through education about the law, democracy and society. Founded in 1989, it aims to empower people, particularly the young and disadvantaged, with the knowledge, skills and understanding to engage positively with their communities. Our work includes: a comprehensive range of citizenship resources for a wide audience from teachers to young offenders; nationwide and international training; national active learning projects for secondary schools; community-based projects to develop citizenship education as a collective responsibility and; research to advance our understanding of best practice in citizenship education.

Paying for It

Paying for It (www.payingforit.org.uk), which is run in partnership with Aviva, is designed to raise young people's awareness of the economy. In November, as part of Chance to be Chancellor, we will be launching a unique and interactive web tool enabling young people to step into the shoes of the Chancellor and create their own Budget. The results will be used to create a Youth Budget which will be launched at a special event in March. We will also be running Chance to be Chancellor school assemblies across the country.

Purpose of the Role

To help promote Chance to be Chancellor and organise our Youth Budget event along with all external communications around it as part of the wider Paying for It programme.

This internship provides the opportunity to:

- Work on a high profile and exciting programme
- Use your existing skills and learn new skills

- Gain office, communications and events management experience, independence and team work skills
- Work in an enjoyable and friendly atmosphere with people who share the same goals
- Gain experience working in the charity sector

Main Duties and Key Responsibilities

- Help promote and market the launch of Chance to be Chancellor
- Implement a social networking strategy
- Assist with the planning and delivery of the Youth Budget event in March
- Work with team to maximise PR opportunities for Paying for It
- General office administration

Person Specification

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Secondment Requirement	Essential (E) Desirable (D)	Criteria
Education, training and experience relevant to post	E	A degree in social science (e.g. Politics, Economics), or related subject
	D	Some experience of events for a political/charitable/marketing campaign
Skills, abilities and knowledge	D	Knowledge of, and interest in, economic / political / citizenship education
	E	Knowledge of social media and how it can be used as a promotional tool
	E	Excellent written communication skills
	E	Able to communicate with a wide range of people from the public and private sectors, as well as young people
	E	Good organisational and administrative skills
	E	Ability to work independently, as well as part of a team
	E	IT literate with standard MS packages, and some experience of working with websites
	E	Good time management skills
	E	Ability to work under pressure
	E	Commitment to equal opportunities
Commitment to Citizenship Foundation's values	E	Willingness and ability to put the aims of the Citizenship Foundation into practice