

**2012 Internship Program**

**Projects and Communications Coordinator**

New independent non-partisan thinktank British Future is looking to recruit an ambitious individual interested in a 6-month paid intern position with a small, friendly and dedicated team seeking to involve people in an open conversation, which addresses people’s hopes and fears about identity and integration, migration and opportunity, so that we feel confident about Britain’s future.

**Term:** 6 months, full-time, 10am – 6pm

**Pay:** London living wage, £8.30/hour

**Location:** London, Covent Garden, WC2

**Application Deadline:** 10 May 2012

**Interview Date:** Week of 22 May 2012

**Start Date:** Open for discussion, but ideally end of May early June 2012

**Skills:**

Writing and editing experience, student journalism or other; knowledge working with blogs such as Wordpress; interest and experience in social media; and demonstrated computer competence.

**Who?**

This position might suit ambitious recent graduates and individuals returning to work across the UK seeking to gain hands-on work experience in the third sector, including social media, campaigns, networking and events.

**What?**

This is a supervised managed program, intended to benefit both candidate and organisation. You can expect a balanced program based on your skills and ambitions and the organisation’s needs, playing an important role in supporting the overall work of the organisation across the areas of communications, strategy, relationships, events and administration. A staff mentor will be assigned based on your professional interests.

**Application:**

Please submit: 1) a CV; 2) 400 word blog post that you think would be suitable for our blog dotdotdot; 3) a short one to two side critique of our website located at [www.britishfuture.org](http://www.britishfuture.org). Please, only complete applications will be considered.

**Full application documents should be directed to**: info@britishfuture.org; Kean House, 6 Kean Street, London WC2B 4AS. Subject line should state: Intern applicant 2012.

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**Job Purpose**

The Intern will support the organisation in the delivery of projects across communications, strategy, relationships, administration and events with attention being paid to the professional interests of the candidate.

Appointments of six months will enable the postholder to gain experience delivering projects while learning about a range of issues in the third sector. The postholder will participate in activities including social media, media communications, event support, research, building and maintaining the organisation’s database, and supporting a variety of administrative needs across the organisation, with opportunities for engagement with members and programmes across the sector.

**Person Specification**

* Strong writing skills and good spoken English
* Attention to detail
* Strong IT literacy, including Microsoft Word, email and, ideally, Wordpress
* A creative approach and willingness to put forward ideas
* Good organisational skills
* Personable and able to work with colleagues from across the organisation and sector
* Able to demonstrate the impact you expect the internship would have on your career development

**Terms**

Posts will be offered for a period of six months, full-time. Office hours are from 10am – 6pm for five days a week. The Organisation is an equal opportunities employer.

**Visit our website for more information about us**

**www.britishfuture.org**