

Marketing and Communications Intern- Work Plan

Department	Business Development – Marketing
Intern Supervisor	Marketing Communications Manager
Intern Role Title	Marketing and Communications Intern
Internship Duration	3 Months
Full-time / Part-time	Minimum 3 Days
Location	Birmingham
Start Date	March 2018
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<p>Islamic Relief Worldwide are currently recruiting for a Marketing and Communications Intern who will be responsible for providing admin and creative support to the Marketing and Communications function of the Humanitarian Academy for Development (HAD). This position is also responsible for the maintenance and development of HAD’s social media profiles.</p> <p>Tasks will primarily include but not limited to:</p> <ul style="list-style-type: none"> • Assisting marketing manager with all aspects of marketing campaigns • Using software and tools such as WordPress, Photoshop, Adobe Suit (in specific premier pro) social media channels as well as collaborative tools / technology. • Will have an understanding of current marketing tools and trends • Maintenance of HAD’s social media profiles 	
Personal Specification	

1. Graduate/post-graduate in relevant field
2. Committed to Islamic Relief faith driven values and core humanitarian principles
3. A keen interest in Marketing and Communications
4. Excellent interpersonal and organizational skills
5. Proactive and able to use initiative to get things done and prioritise his or her work
6. Excellent written communication skills with high attention to detail.
7. A good team player
8. Committed to learning and fulfilling the Internships Scheme

Key skills developed

1. An understanding of Islamic Relief work culture and values
2. Communications and Interpersonal skills
3. An understanding of key marketing processes

4. An understanding of the audiences that HAD communicate with