Internship JD/Work Plan

|  |  |
| --- | --- |
| **Department** | UK Programmes |
| **Intern Supervisor** | Abdulla Almamun |
| **Intern Role Title** | UK Programme Content Creator |
| **Internship Duration** | 3 Months |
| **Full-time / Part-time** | 3/5 days a week |
| **Location** | London / Remote (Working from Home) |
| **Start Date** | As soon as possible |
| **Expense** | Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).  Travel to other cities across UK will be covered including hotel stay if required. |
| **Key Responsibility Tasks** | |
| * To create content for digital platform of UK projects * To plan and coordinate visit to UK projects across the UK. * Draft text for the content * Write a content strategy for 2023 | |
| **Personal Specification** | |
| * Able to create content on social media platform or other platforms * Ability to capture videos, pictures and reels * Ability to work under pressure, be self motivating and deliver to target * Good writing skills * An eye for details and look & feel * Strong organisational skills with the ability to prioritise and plan work, set and achieve deadlines and establish and maintain monitoring systems | |
| **Skills sets developed** | |
| * Content strategy document * Understanding programmes and projects * Learn about MEAL (Monitoring, evaluation, action & learning) * How to capture and create content for digital platforms * Learn how social media and digital marketing works for an NGO * Better understanding of content gathering | |