Internship JD/Work Plan

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| **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
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| **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
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| **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
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