

Events and Communications Assistant (12-month internship)

Job Title:	Events and Communications Assistant (12-month internship)
Responsible to:	Head of Partnerships
Location:	Home working / Canary Wharf, E14 (dependent on government guidelines)

Background

The Jack Petchey Foundation is a dynamic Foundation which was set up in 1999 by Sir Jack Petchey CBE to inspire and motivate young people. To date, the Foundation has invested over £133 million in young people across London and Essex. We do this through a range of programmes including our Achievement Awards, our Partnership Programmes and our Internship Programme.

The Role

This is an exciting opportunity to join us for one year to help deliver inspiring events and communications across a range of programmes for the Jack Petchey Foundation! You will have an opportunity to develop skills and experience across a range of projects and take part in a year-long training programme with other interns, supported by a mentor.

We are seeking a dynamic, efficient, highly organised and creative person with a flair for organisation and promotion. You will need to be ambitious and interested in developing your Events, PR and Social Media skills as well as general organisational and programme management experience. You might even be interested in getting experience at hosting/presenting at some events yourself. You will be working primarily on the Jack Petchey Foundation's external communications and our successful internship programme.

You will have the opportunity to work alongside our experienced and creative team to deliver a diverse range of events, ongoing communications and engaging campaigns.

Alongside this interesting and varied role, you will also have the opportunity to take part in the [Jack Petchey Internship Programme](#) training and development opportunities throughout the year as part of a cohort of 40 interns from youth organisations across London and Essex, giving you opportunities to develop your skills and build a network of contacts. We will also provide support and bespoke training opportunities for you along the way!

The post holder will be a member of the Partnerships Team and will be line managed by the Head of Partnerships with whom they will work closely. They will also be required to

work closely with colleagues across the Foundation in particular the Communications and PR Officer.

Purpose of Job

Main areas of responsibility

1. Assist with events, communication and administration of JPF's programmes (approx. 60% of time)

Working with the Head of Partnerships:

- 1.1 Assist with the organisation, venue booking and management of online and in-person (when government guidelines allow) events for the Jack Petchey Internship Programme including the internship launch conference, mid-way conference, training events and the end of internship celebration event
- 1.2 Assist with delivering the internship mentoring programme – helping to recruit professional mentors, organise mentor/mentee events and administer the online mentoring platform
- 1.3 Assist with monitoring and evaluating the intern programme including the training and mentoring
- 1.4 Produce and distribute the end of year Internship Yearbook and certificates
- 1.5 Support with maintaining accurate records for the internship programme for interns, their line managers and mentors
- 1.6 Monitor the Intern Programme mailbox
- 1.7 Assist with arranging termly Partnership Networking events for key contacts at JPF Partner Organisations.
- 1.8 Support and assist with other JPF events as appropriate.

There would also be opportunity to get training/experience in event hosting/compering if the postholder has an interest and aptitude in this area.

2. Assist with JPF's external communication, promotion and PR (approx. 40% of time)

Working with the Communications and PR Officer:

- 2.1 Create and schedule content to our social media platforms, in line with JPF Social Media Policy, engaging with our followers and working to increase our audience
- 2.2 Track social media channels, benchmark our activities against previous performance and produce regular reports to inform JPF content/campaign effectiveness
- 2.3 Assist with writing and disseminating press releases for events and other one-off projects
- 2.4 Assist with planning and implementing PR and social media campaigns to further the work of JPF
- 2.5 Assist with gathering, producing and disseminating case studies that demonstrate the impact of JPF's work on young people in London and Essex

- 2.6 Assist with updating the JPF website and work on projects to improve the usability of the JPF website and refresh the Young People's resources section
- 2.7 Assist with producing more audio-visual content for our website, social media and reports
- 2.8 Contribute with ideas and fresh perspectives for future JPF communications campaigns.

3. General Responsibilities

- 3.1 Contribute actively to JPF Team meetings
- 3.2 Minute meetings as required
- 3.3 Provide telephone/email support and advice to enquirers
- 3.4 Act at all times within JPF's ethos and policies and implement JPF's values in your day to day work

These are the normal duties which the charity requires of the position. However, it is important that all staff are prepared to be flexible as they will be required from time to time to perform other tasks or projects.

What you can expect in return:

We will ensure you have all the equipment you need to work remotely from home and/or from our light, modern office in Canary Wharf, depending on government guidelines. You will be part of a friendly and committed team. We have regular staff social opportunities across the year and a fully equipped kitchen and garden that staff are free to use for lunch and other social activities.

Office Base:	Currently home working. Usually Dockmaster's House, 1 Hertsmere Rd, West India Quay, London, E14 8JJ.
Hours:	This is a full-time role. Standard office hours are 9 am – 5.30pm with an hour for lunch There may be occasional evening/weekend commitments for which appropriate time off in lieu will be given in order to help staff maintain a healthy work-life balance.
Annual Leave:	31 days (including three discretionary days during the Christmas office closure and eight public holidays a year), with the opportunity to buy back up to one week's additional annual leave.
Probationary period:	6 months
DBS:	This post is subject to a satisfactory DBS disclosure
Salary:	£21,158 (London Living Wage)
Pension:	If the post holder is over 21, they will be auto-enrolled into the JPF pension scheme but may request to opt out.
Employee Benefits:	Additional benefits after 6 months' employment and successful completion of the probationary period include:

- Private Healthcare Insurance with discounted gym membership
- Cycle to Work scheme

Learning & Development: JPF is committed to developing all staff and has a comprehensive Learning and Development Policy. The postholder will take part in a year's training and development programme with Jack Petchey Interns from 40 youth organisations. An external mentor will be provided. A training bursary of up to £1,000 will be available.

Start/Length of Contract: 12 months internship (fixed term contract) from April 2021-April 2022.

JPF is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities that we serve

Person Specification & Shortlisting Criteria

Essential criteria (E) and Desirable Criteria (D) are indicated below.

To be explored through Application (A), Interview (I) or Test (T) as shown in right hand column.

Qualities, Attitudes and Values

(E) Strong commitment to JPF's vision, mission and values	I
(E) Positive, a 'can do' flexible attitude - a willingness to take on new challenges and deal with change in plans	I
(E) Ability to forge positive team working relationships	I
(E) A commitment to personal development and willingness to give and receive feedback	I

Skills

(E) Good verbal and written communication skills, including good spelling and grammar – with the ability to write clearly and concisely	A/I/T
(E) A keen eye for detail and ensuring high level of accuracy and positive presentation of work	A/I/T
(E) Strong organisational and administrative skills including ability to plan and deliver projects	A/I
(E) Ability to respond to enquiries and requests professionally and efficiently	A/I
(E) Ability to juggle multiple tasks and complete work within fixed deadlines	A/I/T
(E) Ability to work on own initiative and manage priorities/own time	A/I/T
(E) Ability to communicate with young people	A/I

Knowledge

(E) Good working knowledge of Microsoft Office suite particularly Word/Excel	A/I/T
(E) Good working knowledge of social media platforms including Instagram, Twitter, Facebook and YouTube	A/I/T
(D) Creating effective image and video content	A
(D) Photoshop, InDesign or other photo editing programmes	A

Experience

(E) Of delivering set projects within time scales	A/I
(D) Of working on an online campaign	A/I
(D) Of organising events	A/I
(D) Of designing promotional materials	A
(D) Of adding content to a website	A
(D) Of presenting and public speaking	A/I

Candidates will be selected on the merits of their application and through competency and values-based interview.

Please ensure that you provide evidence of all attributes/skills/knowledge/experience marked 'Application' in your application form where you can, to help us when we are developing our shortlist!