

Job Description and Personal Specification



Malaria No More UK – PR and Communications Intern

Reports to: Senior Manager, Communications & Talent Relations

Location: Working from home initially with flexibility to work in office London, SE11

Salary: £10.75 per hour (London Living wage)

Contract: Starting early July for six months + review

Hours: 3 - 4 days per week (must include Wednesday)

About Malaria No More UK

Believed to be the oldest killer disease in history, malaria has been responsible for the deaths of more people than any other disease, yet it could be ended within our lifetimes (ref the Lancet Commission Report on Malaria Eradication, Sept 2019). Despite significant progress since 2000, with over 7 million lives saved, this entirely preventable and curable disease still claims the life of a child every two minutes, and the most recent WHO World Malaria Report 2019 showed that 29% of pregnant women in sub-Saharan Africa suffered from malaria in 2018.

Through advocacy and communications partnerships, Malaria No More UK (MNM UK) mobilises governments, influencers, businesses and the public, inspiring leadership, funds and focus to end the suffering caused by malaria.

In 2018 MNM UK convened the Malaria Summit alongside the Commonwealth Heads of Government Meeting in London. Over \$4bn was committed by Governments (donor and domestic funding), business and philanthropy. All 53 Commonwealth Heads of State – including 19 African leaders – representing over half the world's malaria burden, committed to halve malaria by 2023. It showed what momentum an exceptional team of people could deliver for the malaria campaign, through excellence in partnership-building, advocacy and communications.

Together, we can end it for good

Job summary

We are a small team that punches way above its weight. We're delivering multiple, ambitious global campaigns and seeking a positive, tenacious, can-do PR & Communications intern to join our team for the next six months and potentially beyond. You will support the delivery of our media, PR, talent and communications strategies.

If you're looking for a chance to kick-start your career in PR and communications while contributing to an ambitious, passionate organisation with a bold mission, then this opportunity is for you. You will be working directly with our communications team, undertaking a varied range of tasks. These include media monitoring and trends, influencer research and targeting, drafting materials for a variety of key audiences, researching the latest global health projects, and providing administrative support where needed.

What can you gain from the role?

- You will get direct experience into the work of an ambitious, high impact global health advocacy organisation, and specific experience in PR, communications, influencer & talent outreach and some digital communications and content production.
- A chance to develop your writing, editing, interviewing and workplace skills.
- The opportunity to play a role in the global movement to help end malaria.

Key responsibilities

These will vary according to the needs of the team but are likely to include:

- Media monitoring, evaluation and presentation of PR and media communications results
- Research and scanning the media environment for risks, opportunities and trends
- Influencer and talent research, monitoring and developing materials to inspire support
- Helping to develop pitch and story ideas to national and international press outlets
- Interviewing case studies to support our key messaging and campaigns
- Basic editing of text and copy writing
- Logistics support
- Supporting media and communications managers and the wider communications team with ad-hoc tasks

General Responsibilities

- To undertake any other reasonable additional duties as required by MNMUK.

Qualifications, skills and experience

Essential

- Strong communication and interpersonal skills; being able to articulate yourself clearly face-to-face as well as on the phone and online
- You'll have a keen eye for detail and should feel comfortable editing copy: from case studies and press releases, to research papers and reports
- Thinking creatively about how to improve PR and media communications
- You'll know how to use Google/Microsoft Office applications, including Word, Excel and PowerPoint and be ready to learn basic skills in media monitoring platforms

Desirable

- You will ideally have spent some time in an office environment
- You will ideally have some experience in communications (studying / informal or formal experience / manage own social media channels/blog)

Personal Attributes

- We're a fun but hard-working team so it'd help if you're as conscientious as you are light-hearted!
- Able to hit the ground running and work independently while meeting a brief
- Well organised and reliable with a willingness to "muck-in"
- Capacity to deal with sometimes unstructured and unpredictable environments
- Enthusiastic about our mission and about your future in communications

This job description and person specification is a statement of requirements at the time of writing and is not contractual or exhaustive. It should not be seen as precluding future changes after appointment to this role and it may be amended over time in consultation with the Head of Communications

Staff benefits include:

- 10% employer pension contributions
- 28 days' annual leave plus 8 bank holiday days
- Continuing personal development opportunities

To apply, please send your CV and a covering letter explaining how your skills and experience match our requirements and why you want to work for us to recruitment@malarianomore.org.uk.

Closing date 12th June 2020

Interviews w/c 22nd June 2020