

Job Description and Personal Specification



Malaria No More UK – PR and Communications Intern

Reports to: Senior Manager, Communications & Talent Relations

Location: Vauxhall, London

Salary: £10.55 per hour (London Living wage)

Contract: six months + review

Hours: 3 days per week (must include Wednesday)

About Malaria No More UK

Malaria has been described as the oldest killer disease in history; even now, despite recent progress, it claims the life of a child every two minutes. Malaria No More UK (MNM UK) is part of a global movement that is determined to make this the generation that beats this killer. To realise this vision, we need to mobilise governments, influencers, businesses and the public, inspiring them to commit funds, energy and resources to ending deaths from malaria and wiping out the disease for good. We are a small but very hard-working team with ambitions and objectives that reach way beyond the expected, and every member of our team contributes to winning the fight to ending malaria, saving millions of lives and eradicating the poverty that this disease causes to so many. 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 growing communications team, undertaking a varied range tasks including media monitoring and trends, influencer research and targeting, 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

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