

Communications and Outreach Intern - Vacancy

11 October 2021

The European Institute is seeking to appoint a part-time communications and outreach intern to support and promote our work via social media accounts, websites, newsletters and blogs. The intern will also help with event organisation and developing our broader communications and outreach strategy.

Location: London Contract
Type: As and When Hours: Part-time (ca. 5 hours per week)
Salary: Grade 5, spine point 15 (£13.51 / hour)
Closes: Monday, 25 October 2021

The European Institute is UCL's hub for research, collaboration and information on Europe and the European Union. We exist to promote academic excellence in the study of Europe at UCL, working to provide a leading forum for intellectual debate and acting as liaison between the university and EU and UK policymaking communities. In addition to our work on policy and teaching, we provide a diverse programme of public events, provide expert analysis and commentary, and work with a wide range of UCL academics to develop Europe-focused research projects. As part of its expanding range of activities, the European Institute is seeking a part-time intern to assist with various aspects of communications and outreach work, in particular with regard to the Institute's online presence as well as its public events. The role would suit a postgraduate student able to undertake additional work alongside their studies.

Intern duties

Maintaining the UCL European Institute website and European Voices website
Creating and distributing regular email newsletters

Strong grasp of social media platforms – their strengths and how to use them to effectively promote events and outputs

Basic graphic design abilities

Experience using content management systems (Drupal/Wordpress experience a plus)

Ability to self-start and comfortable pitching ideas

Professional communication skills

Strong undergraduate degree, some postgraduate experience desirable.

Hours: ca. 5 hours per week, depending on specific needs, projects and events. This is an As