

london plus

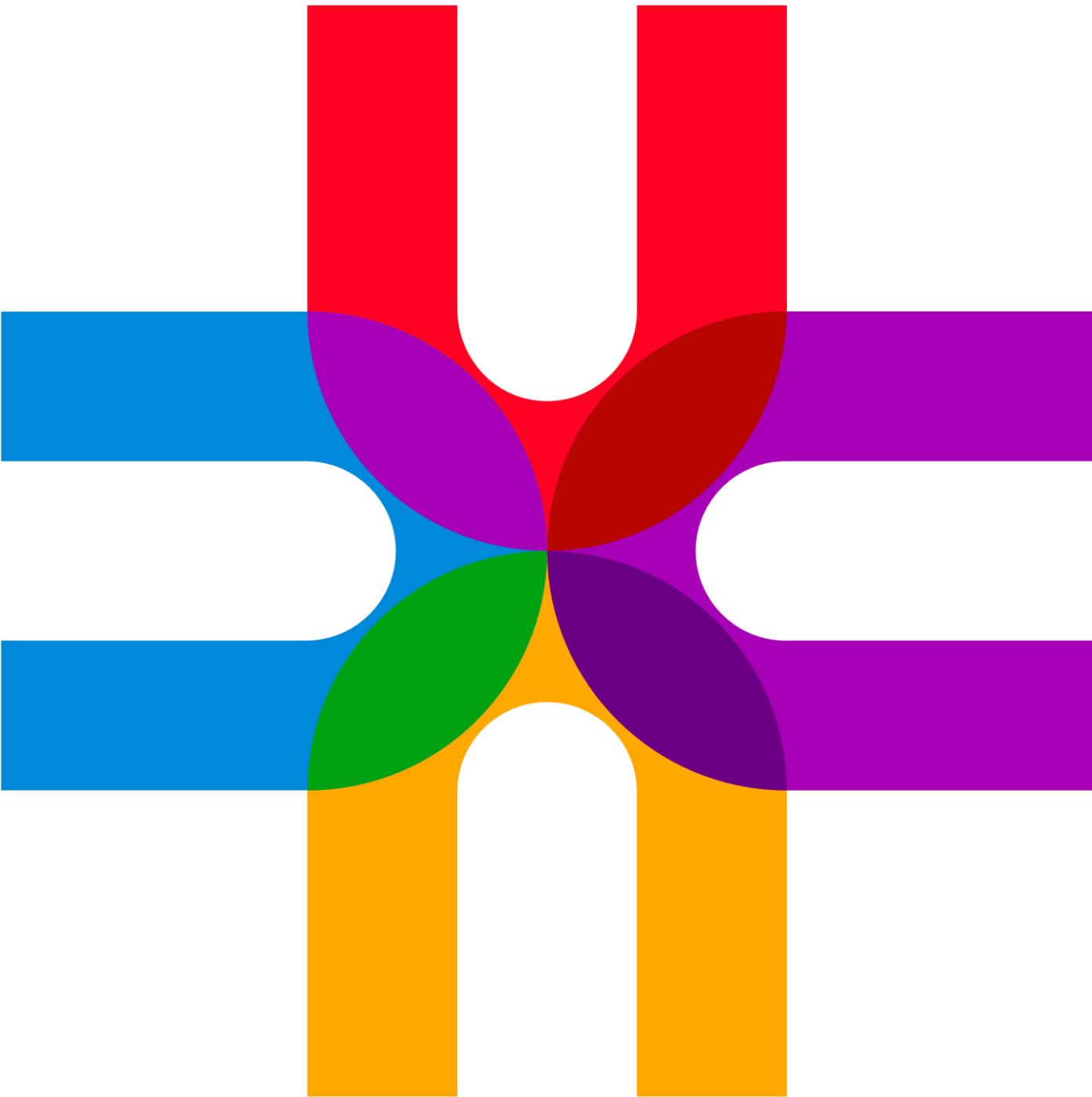


Table of Contents

Recruitment Pack – Administration and Communications internship.....	3
Role Description – Administration and Communications intern	5
Person Specification – Administration and Communications intern	6
Application Process	7



Recruitment Pack – Administration and Communications internship

On behalf of London Plus, thank you for your interest in this internship position.

London Plus is a young charity. It is a big and bold idea to champion London's charities and wider civil society through insight, influence and connections, to help address the capital's most pressing social challenges. We aim to be the go-to place to access and tap into the diverse organisations and networks that make up civil society in this great city.

We have successfully established the organisation and built a position and reputation in the sector across London. We support a range of organisations covering the breadth of the city. We are playing an important role in London's response to COVID-19 and contribute to a growing appreciation of the value and importance of civil society. We have strong and trusted links with London's voluntary and community sector, charitable funders, the GLA, London Councils and specialist groups. These have deepened in recent months.

This internship opportunity has been created based on the role we have played so far supporting London's charities and other groups since the initial lockdown in March and with further restrictions likely in coming weeks. In the role, you will be responsible for supporting the London Plus team and sending important communications out to make sure the whole of civil society in London works effectively.



Martin Brookes

Chief Executive, London Plus



London Plus

Our **Vision**: A city where all Londoners can thrive

Our **Mission**: Championing London's civil society through insight, influence and powerful connections

Our **Values** are London's values:

- We promote equality and champion diversity
- We actively collaborate
- We are always learning
- We act with integrity
- We are bold
- We look for the bigger picture

Our **Brand**:

- Keep it simple
- Be smart
- Think big

See the website for more information – [London Plus](#).



Role Description – Administration and Communications intern

Responsible to:	London Plus Coordinator (Emily Coatham)
Salary:	£10.75 an hour (London Living Wage)
Contract Duration:	1-month contract with possible extension to three months
Hours:	21 hours per week
Start date:	WC 26 th October
Direct reports:	None
Location:	Working from home

Main Purpose:

This role will provide administration support, including data collection, and produce social media and other content to send out to our partners and networks across London.

Principal Responsibilities and Accountabilities:

- Provide general administration support to the London Plus team;
- Communications support for the London Plus social media accounts, website and newsletters;
- Respond to enquiries on the London Plus email account;
- Calendar management for the London Plus team;
- Input and collate data in spreadsheets.

General duties and responsibilities as an employee

- To work as part of a team and contribute to the overall aims and objectives of the organisation;
- To be an advocate for the organisation;
- Attend staff meetings and training as required;
- All staff are required to operate in accordance with the organisation's values, policies and procedures, including but not limited to, Health and Safety, and Data Protection.

The above list of duties and responsibilities is not exhaustive, and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

Changes

This is a description of the role as it is presently constituted. It is the practice of the organisation to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This would be conducted in consultation with you.



Person Specification – Administration and Communications intern

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> • Good literacy and numeracy skills; • Aspirations to work in the civil society sector in a professional role. 	<ul style="list-style-type: none"> • Additional extra-curricular qualifications or experience.
Knowledge required	<ul style="list-style-type: none"> • Basic understanding of the work of the Voluntary, Community and Social Enterprise Sector (VCSE) organisations and their contribution to improving outcomes for communities. 	<ul style="list-style-type: none"> • Understanding of voluntary and community Infrastructure support organisations.
Experience required		<ul style="list-style-type: none"> • Experience analysing qualitative and/or quantitative data. • Experience using Twitter in a personal or professional capacity
Skills and aptitudes required	<ul style="list-style-type: none"> • Good written/verbal communication skills; • Able to confidently communicate with a range of people; • Excellent interpersonal skills; • Good IT skills and ability to use Microsoft Word and Excel. • Ability to analyse data and collate information; • Able to work under pressure to tight deadlines. 	
Personal qualities required	<ul style="list-style-type: none"> • Good team player; • Displays a strong empathy with the values and vision of the organisation; • A commitment to addressing inequality, celebrate diversity and promote inclusion; • Flexible approach to working hours. 	



Application Process

If you would like to apply for this position, please submit the following to info@londonplus.org:

- A full CV
- A supporting statement (up to one side of A4) that tells us why you are interested in this role and how you meet the requirements.

Next Steps

Closing Date: Midnight Sunday 18th October

Shortlisted candidates will be notified by: 12pm Tuesday 20th October

Interviews: 22nd October 2020

