



JOB DESCRIPTION

Job title: Communications Internship

Location: London

Managed by: Global Branding and Communications Manager

Contract: Fixed term (four months) starting 3 January - 3 April 2018.

WHO WE ARE

Consumers International is the world federation of consumer groups that, working together with its members, serves as the only independent and authoritative global voice for consumers.

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties.

MAIN PURPOSE OF INTERNSHIP

To support the communications teams with the planning, preparation and delivery of World Consumer Rights Day (15 March) and wider communications and organisational activities.

KEY RESPONSIBILITIES

General (day to day):

- Providing campaign, organisational and logistical support in the run up to the World Consumer Rights Day.
- Liaising with member organisations and partners on the day and their activities.
- Logging member activity and populating an online map, drafting social media posts, and writing communications materials.
- Proof reading and editing copy
- Desk research and drafting reports

Team working:

- Work openly and co-operatively with other team members, as well as those in international offices.
- Communicate effectively and collaborate enthusiastically with other team members.

Other:

- Any other duties and responsibilities appropriate to the role.
- Take full responsibility for the completion of properly delegated tasks.

The overall work of Consumers International

- Contribute to team meetings and other Consumers International-wide communications
- Carry out other specific activities related to the project as required by the communications team

PERSON SPECIFICATION

	ESSENTIAL CRITERIA	Criteria Tested At	
		Application	Interview
EXPERIENCE	Experience of working in an office environment.	✓	✓
	Experience of writing materials for a non-academic audience.	✓	✓
	Experience of communications or campaigning	✓	✓
SKILLS AND ABILITIES	A cooperative team worker and self-motivated and able to work efficiently without close supervision.	✓	✓
	Strong organisation skills and the ability to manage multiple deadlines.	✓	✓
	An ability to draft campaign content such as letters and invitations.	✓	✓
	An ability to write engaging social media updates.	✓	✓
	Confident telephone manner.	✓	✓
	Understanding and interest in the press.	✓	✓
	Fluent in spoken and written English.	✓	✓
	Strong IT skills, experience of Salesforce is a bonus.	✓	✓
OTHER REQUIREMENTS	Ability to legally work in the UK (Consumers International cannot assist with visa applications)	✓	
	Commitment to the aims and objectives of Consumers International.		✓
NON-ESSENTIAL REQUIREMENTS	Fluency in French, Arabic or Spanish (an advantage).	✓	
	Design package experience such as InDesign or Photoshop.	✓	

December 2017

Consumers International strives to be an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

Consumers International is a not-for-profit company limited by guarantee, company number 04337865 and registered charity number 1122155.