



Communications and Events Internship

Hours: Full Time

Based: London offices (Vauxhall)

Salary: London Living Wage £10.55/hour

Holiday: 25 days (pro rata 4 months Full Time)

Contract: 4 months

Living Wage Foundation

The Living Wage Foundation is the organisation at the heart of the independent movement of businesses, organisations and people who believe that a hard day's work deserves a fair day's pay. The campaign for employers to pay a real Living Wage was launched by London Citizens in 2001 and aims to ensure low paid workers have enough money to get by and enough time for community and family life.

The real Living Wage is the only rate that is independently-calculated according to the basic cost of living in the UK. The Living Wage Foundation recognises and celebrates employers that voluntarily take a stand by choosing to go further than the government minimum to pay the real Living Wage through an accreditation programme which awards the Living Wage Employer Mark.

The real Living Wage rates are announced during Living Wage Week each November when we celebrate our growing network of Living Wage employers. There are now over 4800 accredited Living Wage employers across the UK, including well-known names such as Ikea, Chelsea FC, Barclays and Heathrow Airport. The movement has now which has secured pay rises for over 180,000 employees.

Main Responsibilities

The Living Wage Foundation is looking for a self-starting and organised individual to join our dynamic team as a Communications and Events Intern. This internship provides an opportunity to gain valuable experience working to deliver our annual Champion Awards ceremony in June this year, as well as other communications and events support. The awards celebrate the organisations and individuals who show leadership on the real Living Wage.

The role will include the following activities:

Events:

- Fielding enquiries and nominations about the Champion Awards from employers and applicants. Collating and processing requests for information, and updating our customer relationship management (CRM) system with new contacts. Training will be provided.
- Coordinating an invite list from the Living Wage Team.
- General event assistance, planning, purchasing items and production.
- Supporting on the evaluation of the Champion Awards.

Communications:

- Supporting on content creation for the Champion Awards and other communications moments, everything from social media graphics, copy-writing for blogs, website pages and guidance.
- Administration support for the Communications team.
- Updating website content as and when needed (Training provided)
- Developing content for our social media channels, helping to grow our Instagram channel.

Person Specification

Essential skills:

- Excellent phone manner and verbal communication skills
- Experience using social media including Facebook/Twitter and Instagram and an enthusiasm for engaging supporters through social media channels.
- Good written communication skills, and ability to adapt style to different audiences.
- An interest in the Living Wage Foundation, campaigning and social justice.
- Good organisational and administrative skills, with some experience in planning, timelines and logistics.
- Good relationship management skills
- Strong IT skills including MS Office

Desirable skills:

- Some experience of working in a fast-paced high-pressure environment.
- Some experience of organising or working at an event/campaign which involved working with a variety of people, across teams or organisations.
- Ability to manage data for CRM system

Application Procedure

Method: Fill out application form which you can download at www.livingwage.org.uk/jobs. Please save file as 'Name – Communications and Event Internship'

Submit to: accreditation@livingwage.org.uk

Please note: The subject heading of the email should contain the words 'Communications and Events Internship'.

There is also an optional and anonymous [online Diversity Monitoring Form](#) which helps the Living Wage Foundation to build an accurate picture of the make-up of our workforce. We appreciate your help and cooperation by filling in this form.

Key Dates

Application open: 22nd January 2019

Application deadline: 18th February 2019 (12pm)

Successful applicants invited to interview: w/c 18th February 2019

Interview dates: Tuesday 26th February 2019

For more about the Living Wage Foundation and Citizens UK please visit www.livingwage.org.uk and www.citizensuk.org.

The Living Wage Foundation is committed to being an inclusive employer. We value a diverse workforce and encourage anyone with an interest in this role to apply, regardless of whether you meet all the desirable criteria. We invest in our staff and will support you to develop the skills and knowledge required to deliver the role. We particularly welcome applications from black, Asian and minority ethnic (BAME) candidates, who are underrepresented at the Foundation. Please contact us if you would like to discuss flexible working arrangements ahead of applying.