#  Intern Role Description

**TITLE:** Communications Intern

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| 1. **MAIN PURPOSE**

To provide communications support to The Leprosy Mission International Office, working across digital and print formats.  |
| 1. **POSITION IN ORGANISATION**

Reports to the Senior Communications Officer and is a member of the Quality Assurance team. |
| 1. **SCOPE, DUTIES & KEY RESPONSIBILITIES**

This internship is an opportunity to get involved in supporting Global Communications on the following specific areas:* Creating digital content such as
	+ Graphics for Facebook and Twitter
	+ Writing and editing blogs for the TLM International blog
* Supporting digital communications work
	+ Editing and writing web copy across the TLM International website
	+ monitoring the TLM’s social media platforms (Facebook and Twitter) – looking for opportunities for greater engagement
* Proofreading work such as
	+ Blogs
	+ Print publications
	+ Marketing emails
	+ Internal newsletters
* Sourcing content (photos/stories) by searching for content on TLM’s Resource Space platform
* Supporting the Members of our Global Fellowship with communications by responding to any queries/requests that they may have
* Supporting the communications work of TLM’s research and advocacy teams by generating/reviewing their communications content
* Be a part of faith-based devotional sessions in the office
* Respond to any requests in a cooperative, courteous, and timely manner.

The above list reflects the areas where intern support is required at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties can vary as requiredWe recognise Volunteers and Interns much-needed primary experience at the start of their careers. Providing your time and skills to TLM International Office is a two way process. There are mutual responsibilities and benefits. In return for the time and commitment to TLM International Office volunteers and interns you can expect to benefit in the following ways: * A great opportunity for anyone wanting to gain experience of working in the International Development sector and gaining an insight into the work of an International non-Governmental Organisation ( NGO)
* A way of developing new skills or building knowledge related to our areas of work and expertise.
* Support to make the best possible use of your skills and provide training where appropriate.
* Contribute and being part of our work towards Leprosy Defeated, Lives Transformed.
* Opportunity to actively participate in our daily communal prayer and devotion time
* References available for your future employment opportunities.
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| 1. **QUALIFICATIONS AND PERSON SPECIFICATION**
* Undergraduate in course of achieving a Diploma and or Degree in a related discipline
* Excellent interpersonal skills with the ability to communicate with staff and visitors
* Ability to work under pressure and to prioritise for self
* Self-motivated with the capacity to work on own initiative, as well as part of a wider team with a can do attitude
* Excellent written and verbal communication skills – able to write and communicate successfully online
* Excellent organisational and planning skills, able to meet deadlines – prioritisation of multi-tasks, time management
* Good attention to detail – checking logic and accuracy of written documents
* ICT literate – Intermediate level Microsoft Office Word, Excel and PowerPoint Confident database, Internet and Email user.
* Ability to maintain confidentiality
* Commitment to the values and vision of the Leprosy Mission International.
* Show strong commitment and fully support all our policies and procedures and particularly our data protection, safeguarding of children, young people, and adults at risk policies in all circumstances.
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1. **ABOUT US**

The Leprosy Mission (TLM) is an international Christian organisation which helps people affected by leprosy. Founded in 1874, The Leprosy Mission is the oldest and largest leprosy-focused organisation in the world today.

**For more information please visit:**

Website: [www.leprosymission.org/about-us](http://www.leprosymission.org/about-us)

Facebook: [facebook.com/TheLeprosyMissionInternational/](https://www.facebook.com/TheLeprosyMissionInternational/)

Twitter: [twitter.com/Leprosymissint](https://twitter.com/Leprosymissint)

LinkedIn: https://www.linkedin.com/company/the-leprosy-mission-international/