

**United Synagogue Job Description**

**Job Title:** PR and Communications Intern (6 month contract with potential to extend)

**Department:** Marketing

**Location:** North Finchley

**Benefits:** 20 days holiday, plus Statutory Bank Holidays

& Jewish festivals when they fall on your normal working day

Childcare Vouchers

Stakeholder Pension

**Reports to:**  Senior PR & Communications Executive

**Hours:** Full time - 9 00 am to 5.00 pm, Monday to Thursday;

Fridays – 9.00 am to 3.00 pm in summer months and 9.00 am

to 1.00 pm in winter months

**Salary** £16,700 per annum (pro-rated to 8250 for 6 months)

1. **MAIN PURPOSE OF JOB**

To work with the Senior PR & Communications Executive on a wide range of PR in support of The US’ objectives. This includes press releases, articles, bespoke emails, website content and digital campaigns.

1. **NATURE & SCOPE**

Working with the Senior PR & Communications Executive, the PR and Communications Intern will work on a variety of issues and campaigns. Work will include creating US website content, drafting the ‘You & US’ weekly online newsletter and posting on social media platforms. The role also includes drafting copy for other US publications.

1. **DUTIES & RESPONSIBILITIES**

* To work closely with colleagues across the organisation to generate PR and promote the work of The US
* To write copy as required and within set deadlines
* To proof read and edit existing copy
* To draft articles, releases and posts for online media (website, Facebook, Twitter etc)
* To work with local US communities to help promote their news through You & US and social media
* To work with colleagues to compile and prepare the weekly ‘You & US’ email
* To create and manage website content in conjunction with the Senior PR & Communications Executive

1. **GENERIC OTHER DUTIES**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation
* Comply with the United Synagogue’s policy and procedures and code of expectations
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
* Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
* Maintaining high levels of discretion and confidentiality at all times
* This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue’s operational procedures

**5. Quality and operational standards**

• Ensure that work produced is of a high standard and meets the department’s key performance indicators

• Report on key performance indicators to the Senior PR & Communications Executive as required

**6. Builds the credibility of the United Synagogue to empower staff and managers to fulfil their roles effectively**

• Share with others within The US and communicate success stories.

• Personally demonstrate the organisation’s values building trust with managers and staff within the United Synagogue and proactively contributing to the organisation’s success

• Be proactive in identifying opportunities for own professional development

**7. Commitment**

A strong commitment to, and empathy with, the values and mission of The US:

Our vision

* Inspired Jews with enriched lives, passing our heritage on to future generations

Our mission

* To engage members with mainstream orthodox Jewish living, learning and caring

Our values

* Authentic, inclusive and modern Torah Judaism

**PERSON SPECIFICATION**

**Experience**

* Degree or equivalent qualification
* Excellent writing skills
* Confident with social media
* Familiarity with the UK Jewish community
* Experience of working in a team
* Quick learner
* Proven ability to deliver project (work or non-workplace based)

**Skills**

* Excellent writing, editing and proofreading skills
* Excellent interpersonal communication skills
* Effectively research, assimilate and articulate varied subject matters
* Exemplary attention to detail
* Ability to work unsupervised and project manage own area of work, and deliver results within tight deadlines and objectives
* Work in a professional manner, developing effective working relationships
* Ability to multitask and prioritise accordingly, working to set deadlines
* Strong computing skills including Microsoft Word, and Outlook
* Familiar with social media platforms