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**Digital Team Intern**

LOCATION: London / Remote working considered

HOURS OF WORK: 35 hours pw

REPORTING TO: Digital Content Team Supervisor

SALARY: £22,000 starting salary depending on skills and experience

Contract type: Fixed term 12 months

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| OVERALL MISSION OF PREMIER  |
| To enable people to put their faith at the heart of daily life and to bring Christ to their communities. |
| PURPOSE OF ROLE |
| To assist Premier’s digital team in the creation of content on multiple platforms including podcasts, websites, social media, online video and email. This support will help Premier to continue to grow engagement across its digital properties.  |
| KEY TASKS |
| * Uploading content (written, audio or video) to different platforms
* Assist in the creation and scheduling of social media content to engage audience and promote brands
* Support in creating email newsletters for Premier’s brands
* Regularly update Premier’s websites keeping them fresh and giving users new content on a daily basis.
* Help with reporting so content teams are aware how their content is performing.
* Pick up additional tasks from digital content leads
* Perform simple audio and video editing tasks

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements at any time after discussion with the post holder. |
| QUALIFICATIONS & EXPERIENCE |
| * Role suitable for a recent graduate or employee with limited experience
* Experience with social media platforms, website or blog updates, as well as a basic understanding of Microsoft Office would be beneficial.
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| ABILITIES AND SKILLS |
| * Organised with strong attention to detail
* Basic written and verbal communication skills
* Ability to manage a varied task list
* Basic understanding of content management systems is desirable
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| PERSONAL QUALITIES |
| * A “can-do” attitude with a willingness to learn
* As you will be creating and publishing content with a Christian theme and advocacy, the ideal candidate would have a Christian faith from which to make key editorial decisions, including helping to steer their brands in a direction which supports the mission statement of the wider organization (A genuine Occupational Requirement under the Employment Equality (Religion and Belief) Regulation 2003 applies)
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