



Job description

Job title:	Communications Intern
Contract type:	Fixed term contract of 9 months
Accountable to:	Business Manager
Salary:	£21,157 per annum plus excellent benefits
Hours per week:	37.5 hours per week (core office hours are 09.00–17.30 - Monday to Friday)

The Health Foundation

The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK.

Our aim is a healthier population, supported by high quality health care that can be equitably accessed. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen. We use what we know works on the ground to inform effective policymaking and vice versa.

We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

Purpose

The Communications Intern will have the opportunity to work across the Health Foundation's Communications Directorate specialisms. We are here to make sure that the Health Foundation's work and messages are heard by the outside world.

We aim to build a strong identity and reputation for the organisation, shape products and programmes that people want and need, and form persuasive ideas for policymakers and other movers and shakers in the health care arena. We want to help make sure that the Health Foundation's work influences everyday health care practice to improve quality.

We are the in-house gurus of all things comms: public affairs, media, marketing, social media and the website.

This is an excellent opportunity for an individual with an interest in pursuing a career in communications. The successful post-holder will have the opportunity to experience a broad range of communications work, with a particular emphasis on digital communications and engagement including working on social media management, with web development agencies, using our content management system, writing website copy, contributing to

monthly evaluation reports and supporting our internal communications team. The role will also include working with our Marketing and Communications team supporting our e-communications, producing promotional materials and supporting events; and with the External Affairs team including supporting media and public affairs activity. Areas of responsibility will include general and specialist tasks and aim to provide exposure to the full communications mix and to a range of techniques and systems.

This is a development opportunity and the intern will receive mentoring for the duration of the placement.

This role is an excellent stepping-stone and fantastic opportunity to gain a broad range of experience relevant to working in the communications field in a supportive, creative and collaborative environment.

Key relationships

The Intern is expected to provide communications support across the Communications directorate - they will work closely with the:

- Functional team leaders and officers
- Managers in Digital and Editorial
- Business Manager

Key responsibilities

The intern will be allocated a mixture of regular tasks for each functional team, leaving capacity for other projects and the opportunity to work with a communications lead in communications planning and implementation, for instance on a big corporate event, report launch or media handling. Please refer to the listing under the 'Purpose' section of the job description. The list below is indicative and the work plan will be developed further on the job.

- Supporting the delivery of internal communications
- Support colleagues in safeguarding the reputation and brand of the Health Foundation on an ongoing basis.
- Undertaking additional communications related tasks as required and playing an active role in the wider communications team.

Wider contribution

As with other staff at the Foundation, the postholder will be expected to contribute to corporate activities and initiatives, such as staff meetings, cross-Foundation leadership and development programmes and other corporate projects as necessary. The postholder will similarly be expected to play a role in supporting and helping to develop the Policy/Improvement teams to enable them to improve their effectiveness.

NB – Occasional travel within London and some out of hours activities may be required.

The post holder will at all times aim to embed our key behaviours – Commitment to Diversity and Inclusion, Working together, Achieving impact and Discovering and learning – in all aspects of their day to day delivery in the role.

Person specification

Criteria	Essential or desirable?
Commitment to diversity and inclusion: An understanding of, and commitment to, equal opportunities and diversity.	Essential
Discovering and learning: A person who is proactive, motivated and self-starter with good initiative.	Essential
Working together: A person who can work autonomously and as part of a team.	Essential
Achieving impact: A friendly, proactive, ambitious and positive team member who is results driven and solutions orientated. A person who is flexible, adaptable and manages well under pressure and with competing priorities.	Essential
An interest in and enthusiasm for communications	Essential
Demonstrable written communication skills and the ability to tailor messages for different audiences.	Essential
Strong verbal communication skills and the ability to contribute to meetings effectively.	Essential
Excellent team working skills and the ability to work with staff at different seniority levels throughout the organisation and externally.	Essential
Demonstrable project management skills and the ability to prioritise effectively.	Essential
Evidence of creativity and developing ideas for improving processes and content.	Essential
IT literate with a good understanding of Microsoft Office packages.	Essential
Experience in communications or a related area and/or a degree and strong academic record (in any discipline).	Desirable
An interest in health.	Desirable