**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Social Media and Marketing Coordinator (RDN) |
| **Organisation** | Riana Development Network |
| **Line manager who the intern will report to** | Rodgers Orero |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Social Media and Marketing Assistant- This would suit someone who has either worked in a similar environment previously (including as a volunteer), or someone who uses social media as a hobby and wishes to gain experience on how to develop this within the workplace. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by a line manager from the Riana Development Network  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the Riana Development Network policies and procedures and of the wider University, in order to make a positive contribution to the team and the Riana Development Network  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| ● This role would allow you to inspire and support young people, by exploring digital media, and photography and help young people reach their potential.  ● Valuable opportunity to share your skills and your spare time to give back.  ● The chance to meet and socialise with like-minded people.  ● Develop through RDN training and guidance.  • Learn new skills, especially in community organizing, using digital media software and equipment.  • Be part of exciting creative projects and activities.  • Gain strong experience with a diverse cohort of young people.  • Opportunities to attend training courses to develop your expertise in youth work and digital media.  • Gain insight into impact reporting which is valuable for roles in all sectors.  • Gain new skills through using the Salesforce platform.  • Have the opportunity to participate in programme/ project management and support the management team in evidenced decision-making.  •You will gain experience in diversity and inclusion and play a role in improving lives. |

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| **Key areas of responsibility** |
| * Assist in providing regular content for the Charities' various social media accounts on Twitter and Instagram. * Assist in ensuring photographs of key events are taken and posted. * Work with the other volunteers to find out key events, projects, or information that they would like to promote. * Assist (where possible) on ‘live tweeting’ of events. * Responding to queries via social media * Assist with the marketing. |

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| **Skills/knowledge that would be desirable** |
| • Have some knowledge of how social media works  • Work well within a team and on own initiative.  • Have clear verbal and written communication skills.  • Be able to work with a variety of people.  • Be able to work under pressurised environment |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024