

Habitat for Humanity Great Britain

Job Description	Responsible to:	Communications Director
Marketing Intern	Responsible for:	N/A
Date created/amended:	28 November 2013	
Location:	Banbury for 2 months.	
Purpose:	To fight poverty by raising funds to enable everyone to have a safe and decent place to live through providing day-to-day support to the marketing team at Habitat for Humanity GB.	
Job Summary:	To provide day-to-day support to the marketing team: PR and Social Media Manager, Direct Marketing and Digital Manager, Events Manager, and Communications Director.	
Flexibility:	Habitat for Humanity Great Britain is a small organisation that is seeking to grow in order to maximise its contribution to its vision and mission. This inevitably means that the organisation must adapt to be successful. For the charity to be adaptable, we also need a flexible staff. It is a requirement of the post holder to be flexible in terms of location (within reason), line management, and duties and responsibilities. Your statutory rights are not impinged by this flexibility clause.	
Responsibilities:	Competencies:	Skills, knowledge and experience required:
<p>Backup marketing support for all aspects of the day-to-day running of the marketing department. This will involve working closely internally with marketing, fundraising and programmes:</p> <ul style="list-style-type: none"> • Load pictures and stories onto our internal library: HAL. • Keep an archive of all marketing materials (PR, advertising, direct mail, event materials, etc.). • Undertake internal research for images and stories from the field and internal resources for campaigns. • Provide backup on social media. • Write copy as and when required. <p>Events</p> <ul style="list-style-type: none"> • Assist at and attend events in a variety of contexts (some weekend and evening work is expected) <p>Digital marketing</p> <ul style="list-style-type: none"> • Up-date self-managed website when required. 	<ul style="list-style-type: none"> • Working together – proactively enables and encourages team work in others. • Communicating and influencing. • Striving for excellence. • Managing knowledge: proactively seeks out new knowledge sources (people and data) and uses and shares this effectively. • Managing own workload. 	<ul style="list-style-type: none"> • Essential: • Educated to degree level. • Commitment to the mission and values of HFHGB. • Preferable experience: • Experience of charity fundraising. • Strong communication and presentation skills. • Ability to meet a deadline. • Working under pressure. • Good time management skills. • Excellent administration and organisational skills. • Ability to plan and manage a varied workload. • Solid IT skills in a number of applications: Word, email, Excel and Adobe Photoshop. • Demonstration of team working skills. • Interpersonal skills to develop relationships. • The ability to write engaging copy. • Experience of running social media. • Excellent phone manner.