

## JOB DESCRIPTION

<p><b>1. JOB TITLE:</b> SCI Graduate Intern</p>
<p><b>Department:</b> Marketing &amp; Membership</p>
<p><b>Line Manager:</b> Marketing Manager</p>
<p><b>2. NUMBER OF DIRECT REPORTS:</b> None</p>
<p><b>3. CONTRACT TYPE AND JOB STATUS:</b> Full time Temporary – 12 months with possibility of extension £23,000</p>
<p><b>4. MAIN PURPOSE OF JOB:</b></p> <p>To work across all business areas related to SCI activity, this may include website and digital communications, support relating to membership, group and committee activities &amp; support for new projects as needed.</p>
<p><b>5. PRINCIPAL ACCOUNTABILITIES:</b></p> <p>The post holder will provide support for activities related to marketing communications &amp; membership growth, committee operations and projects. It is anticipated that 4-5 or more of the following work areas will be covered in a 6-month internship giving excellent exposure to multiple business areas and skills.</p> <ul style="list-style-type: none"> <li>a) <b>Event previews</b> <ul style="list-style-type: none"> <li>• To edit and publish event information in an engaging and informative manner so as to effectively market SCI events</li> </ul> </li> <li>b) <b>Website CMS publishing</b> <ul style="list-style-type: none"> <li>• To edit and publish information on the SCI website using the Sitecore CMS (content management system)</li> <li>• Improve searchability of the SCI website by tagging content with appropriate keywords.</li> </ul> </li> <li>c) <b>Produce Flyers</b> <ul style="list-style-type: none"> <li>• Produce event flyers using existing InDesign templates</li> </ul> </li> <li>d) <b>Website Analytics</b> <ul style="list-style-type: none"> <li>• To analyse and produce reports on website performance using Google Analytics.</li> </ul> </li> <li>f) <b>New Project support</b> <ul style="list-style-type: none"> <li>• To support the membership team to manage existing projects and initiate and deliver new projects.</li> </ul> </li> <li>g) <b>Committee Support</b> <ul style="list-style-type: none"> <li>• Provide support for SCI Groups and committees to help them to achieve their aims</li> <li>• Support the set up of new committees providing practical support along with seeking new participants to take part</li> </ul> </li> </ul>

**h) Corporate Member support and administration**

- Generation of quotes, agreement paperwork and introductory presentations to support the Corporate Membership engagement process.
- Review SCI activities and work with Corporate Member contacts to engage the organisation in SCI activities and events
- Analyse historical and current involvement in SCI events and activities to identify opportunities for future Corporate members

**i) Membership Growth**

- Attend events run by, or of relevance to, SCI to promote SCI membership and activities
- Highlight benefits of SCI membership, and ways to join and participate in communication with any non-member individual or organisation

**j) General/Additional Tasks**

- Undertake such other duties as may be assigned by the Manager.

**6. PERFORMANCE INDICATORS:**

- Timely delivery of activities
- Accurate use of SCI Brand
- Accuracy of work e.g. information provided, records kept etc.

**7. WORKING RELATIONSHIPS:**

- **Internal:** CEO, Managers, committees (via Group committee support contact) and all other members of staff
- **External:** SCI members, Corporate and Academic prospects, Agencies and suppliers

**8. FREEDOM AND CONSTRAINTS:**

- Self-directed in agreement with objectives agreed with line manager

**9. PLANNING AND ORGANISATION:**

- Plan implement and measure outcomes of initiatives and projects under guidance from manager

**10. KNOWLEDGE, SKILLS & EXPERIENCE**

- Degree or equivalent experience in an organisation related to physical or life sciences, or engineering
- A creative approach to challenges and opportunities
- Pro-active approach to work
- Able to work alone or as part of a team
- Good written and spoken English; ability to produce copy for marketing collateral
- Excellent knowledge of Microsoft Office software
- Ability to learn new processes and ways of working quickly
- Highly organised
- Good telephone manner
- Excellent communication skills
- Interest in working in a varied, customer facing role in a scientific organisation