

JOB DESCRIPTION

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

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:** Executive Director, 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