

Legacy Trust UK Vacancy

Role: Marketing and Communications Intern

Location: Central London

Contract: 6 month internship starting April 2012

Remuneration: £15,106 pro rata

Legacy Trust UK is an independent charity that has been set up to create a lasting cultural and sporting legacy from the London 2012 Olympic and Paralympic Games across the UK. We have allocated £40 million since 2008 to a wide range of cultural, sporting and education projects in England, Scotland, Wales and Northern Ireland.

We are currently seeking a keen and enthusiastic Marketing and Communications Intern who will play a key role in supporting the Communications Manager while assisting in the delivery of communications, marketing and press functions in the run up to and during the London 2012 Olympic and Paralympic Games. This is a once in a lifetime opportunity to be involved in shaping the cultural and sporting legacy from the Olympic and Paralympic Games. Further information about the Trust can be found at www.legacytrustuk.org.

The post is a paid internship, based in our central London office and will be for a 6 month period, starting in early April 2012 (exact date TBC). To apply please send your **CV** and a **covering letter** explaining why you would like to be considered for this internship to julie.morrow@legacytrustuk.org by 1pm on **Thursday 16 February 2012**. Interviews will be held in late February/early March in central London. To be considered you should also complete the following short task and submit alongside your CV and covering letter:

Task

Please choose *one* marketing campaign from 2011. This could be from a well known company, such as McDonalds or HSBC, a charity such as RSPCA or Oxfam, or another organisation/company of your choice. Please submit no more than one side of an A4 page detailing what you liked about this campaign and what you think made it successful.

Please note that your application must include your CV, covering letter and task response to be considered. Due to the large number of responses, we are unable to give feedback to applicants who are unsuccessful at this stage of the process.

Marketing and Communications Intern duties include:

- writing content and updating website and social media
- identifying PR opportunities for the Trust and assisting in the preparation of press releases
- assisting with the organisation and execution of events
- monitoring the Trust's presence on partner marketing and communications collateral
- maintaining the Trust's events calendar and extranet
- management of stakeholder database
- participating in Legacy Trust UK projects and initiatives as agreed
- booking of travel and accommodation requirements for staff
- general administrative tasks
- actively participate in Legacy Trust UK meetings, planning, development and team events
- acting as an ambassador for the Trust through maintaining a professional approach at all times
- carrying out all responsibilities in a way which supports the Trust's values and promotes equal opportunities, diversity and inclusion
- undertaking any other duties that may be reasonably required.

Person Specification

Essential

A degree or qualification in Marketing/Public Relations/Communications or at least one year of relevant experience

Experience using Microsoft Office

Experience using social networking tools

Good communication skills with the ability to deal effectively with people at all levels

Good organisational skills with the ability to prioritise and meet deadlines

Excellent writing skills

Able to show good use of initiative

Team player

Happy to undertake occasional travel across UK including overnight stays

A genuine interest in and commitment to the cultural and sporting legacy of the London 2012 Olympic and Paralympic Games

Desirable

Demonstrable research skills

Understanding of the current arts sector in the UK

Experience working in a small office

Experience of two of the following:

organising events

writing press releases

dealing with journalists

website management