

EVENTS & MARKETING INTERN

Job Title: Events & Marketing Intern

Reporting to: Head of Development and Events & Outreach Coordinator

Responsible to: Managing Director

Location: Frontier Office, London, UK

PRIMARY FUNCTION

To gain experience in event co-ordination and the marketing and public relations activities of Frontier, to raise awareness, promote volunteer opportunities and recruit volunteers through direct marketing methods.

GENERAL OUTLINE OF THE ROLE

- To assist with the promotion of Frontier projects to target audiences through fairs & face to face presentations, direct mailings, advertisements, public relations, promotional literature and social media promotion.
- To assist the recruitment team providing travel and project advice to potential volunteers through over-the-phone consultations and live chat support.
- To assist with statistics, results and competitor analysis.
- To provide administrative support to all event and marketing activities.
- To assist on all pre departure and post event activity.

MAIN DUTIES & RESPONSIBILITIES

Events:

- Developing and maintaining relationships with schools, colleges and universities for fairs and presentations.
- Presentations to school groups and representation at careers fairs and exhibitions.
- Assisting with weekly event booking targets.
- Event administration and travel logistics for staff attending.
- Office logistics – filing, reading and responding to emails, database maintenance and mailing.
- Innovating new opportunities for Frontier's recruitment.

Marketing:

- Providing information and advice to potential volunteers through telephone consultations and live chat software.
- Contributing to Frontier's online outreach strategies, including blogs and social media, pertaining to our events program.
- Proofing and other written materials.
- Assisting in social media scheduling for events.
- Photo research to use for promotional materials.

TERMS & CONDITIONS

Contract Duration: 3 or 6 months, a minimum of 4 days a week, 10:00 – 17:30 with the possibility of extension.

Accommodation: N/A.

Travel: Travel allowance available, up to the cost of a zone 1-6 travel card.

Insurance & Admin: N/A.

Subsistence: Non – salaried position. Subsidised overseas placement on a Frontier research programme (excluding return flights, visas, insurance, and dive-training) on successful completion (10 weeks for 6 month internship, 4 weeks for 3 month internship).

Training: N/A.

JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications Education/Knowledge:	- Educated to A-level or equivalent	- Educated to degree level or currently undertaking a degree in a related field - Relevant work experience, preferably in events and/or marketing
Experience:	- Experience of office work, design and copywriting and administrative processes - Experience of public speaking	- Experience of working or travelling in developing countries - Fundraising experience - Volunteering in UK or abroad
Skills:	- Excellent written/oral communication and presentation skills - Excellent telephone manner - Good time management - Working knowledge Microsoft Office	- Full driving licence - Knowledge of social media and social media scheduling tools
Personal Attributes:	- Resilient, confident and flexible - Commitment to Frontier’s values - Able to work as a team - Sense of humour - Ability to adapt to a fast paced, changing environment	- Physical fitness