



SOCIAL MEDIA & ORGANISATION SUPPORT INTERN

Salary – £20,000 pa

Reporting to – Head of Central Operations

Team – Central

Location – Head Office (London) with some remote working and travel to regions

Contract type – 12 month contract – open to full or part time

JOB BACKGROUND

We are looking for an intern to work with us for a year to coordinate the Dallaglio RugbyWorks social media channels and provide excellent administrative support for the organisation. You will bring what we do to life through our social media and help us to portray the purpose and vision of the charity. You will also support us in an administrative capacity to keep Dallaglio RugbyWorks running smoothly. This is a fantastic role where you will be able to learn about many areas of the organisation in your support of the team.

DUTIES AND RESPONSIBILITIES

- Create and deliver social media content for Dallaglio RugbyWorks within brand guidelines, monitoring and managing comments and responses on social media.
- Coordinate the content calendar and produce a monthly social media schedule and monitor channel performance by reporting on metrics monthly.
- Produce newsletters for multiple stakeholder groups.
- Coordinate and support on any PR opportunities.
- Travel to regions, visiting sessions and events to ensure we have coverage and representation of our work nationally.
- Support the upkeep of the Dallaglio RugbyWorks website.
- Keep up to date with news and developments within relevant sectors.
- Ensure that the Dallaglio RugbyWorks consent process is adhered to.
- Act as a first point of contact for general enquiries by phone, email or in the office.
- Support the wider team with administrative support such as train/hotel bookings, managing post, scheduling, meeting support etc.
- The upkeep of the office, ensuring it is kept tidy, full stocked and general equipment in working order.
- Support with the administration of team away days, meetings or social events.
- Issuing thank you letters and reports.
- Maintenance of internal databases and filing systems.

PERSON SPECIFICATION

ESSENTIAL

info@dallaglorugbyworks.com | www.dallaglorugbyworks.com



- A creative, ideas person with lots of enthusiasm for social media and communications.
- Be able to take a good photo!
- Strong initiative, highly organised and a can do attitude.
- Capable and comfortable with using all social media channels.
- Excellent interpersonal skills with an ability to communicate and build relationships with multiple stakeholders, in particular, the young people we work with.
- Readiness to get stuck in and attend Dallaglio RugbyWorks sessions and events.
- An adaptable and quick learner.

DESIRABLE

- Ability to edit video and photo footage.