

Office and Social Media Marketing Assistant (INTERN)

£21,749 Full-time 12month contract

Are you good with social media? Can you create content?

Can you help run an office (take bookings and manage data)?

Want to help young people?

Assist them to grow and develop?

Gain experience in a successful and fun children's charity?

Fancy a £1,000 training budget just for you?

Apply now and join our passionate team and become part of the Jack Petchey Internship Programme

We are looking for a motivated Office and Social Media Marketing Assistant for a full-time, 1 year contract

For more information contact us at

info@laburnumboatclub.com or 02077292915

Closing date for applications: 6th February 2023



Laburnum BOAT CLUB

Hackney's Community Boating Project

Laburnum Boat Club
Laburnum St, London E2 8BH
Laburnumboatclub.com
02077292915
info@laburnumboatclub.com



Post: Office and Social Media Marketing Assistant (Internship)
Employer: Laburnum Boat Club (Laburnum St, London E2 8BH)
Salary / Contract: £21,749 per annum Full time 12months (fixed)
Closing date: 1pm on 6th February 2023 **Start Date:** 27th March 2023
Role: To to increase participation and support for the charity through social media materials and messages and support the administration of day-to-day activities.

Scope: The Office and Social Media Marketing Assistant will work along-side our Finance and Admin Officer and Co-Ordinator to ensure that the main office runs smoothly, answer enquiries, taking bookings and managing data. The post holder will also work alongside our Youth Work and Inclusion Teams to develop and run a social media Strategy, creating content to attract and engage young people, share information with parents and promote the Club to funders and other stakeholders. The post provides experience in a well established charity that has been making a difference to young people's lives for nearly 40 years.

Additional benefits: As part of this role, you will be part of the Jack Petchey Internship Programme with 30 other interns from different youth organisations in London and Essex. This development programme will involve you attending a residential launch conference (25th & 26th April), four professional development workshops through the year and a celebration event at the end of the programme. You will receive a training bursary of £1,000 for approved training and you will be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person in London and you will be expected to take full part in this programme alongside your role.

Essential: The successful candidate will be creative, flexible, have great communications skills and the ability to develop high quality social media materials and messages. The role also requires good organisational and people skills as well as good numeracy, IT and literacy skills. The role requires reliability, integrity and being trustworthy.

Desirable: Experience of working in a charitable or youth organisation or in a multi-cultural setting; experience of office management, including monitoring and evaluation, budgeting, record keeping, publicity and marketing and social media marketing.

For an application form, full job description and person specification please reply to this job advertisement. This role is a twelve-month paid Internship to begin during March 2023, supported by the Jack Petchey Foundation. You must be ready take up the post by 27 March 2023 and interview are planned for the week beginning the 20th February.

EMPLOYMENT IS SUBJECT TO TWO SATISFACTORY REFERENCES AND A DBS CHECK

Join our team, learn new skills and improve your employability