



MARKETING INTERSHIP

REF. No. 1026

About us

Our company is looking for interns to join our office team. We are a small but rapidly expanding and exciting consultancy who specialise in the public sector. We offer short-term internship opportunities (3-4 months) which give you valuable experience of an office environment, direct exposure to our managing partners, and an insight into the internal world of a consulting organisation.

Number of employees

There are 5 people in our core team. We have a network of over 600 independent consultants who we work with as associate. About 30 of these are part of our 'core' team and find the majority of their work through us.

Tasks

Purpose

To assist in building momentum of new business acquisition and increase in external profile and awareness respectively by:

- Providing office-based marketing support and advice
- Developing enhanced web and social media implementation programmes
- Assisting in web site content management, provision, repurposing and progress-chasing
- Fulfilling other activities as required

Specific areas of focus

Website

- Possibilities to assist in the regular updating of existing / addition of new web content
- May involve drafting and editing of new content, liaising with consultants, partners, and others as required
- Potentially creating and uploading news and event web content in combination with other partners

2. Some creation and management of event listings, including promotion and feedback

3. Social Media

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- Assist in our active social channels, through LinkedIn Groups, Yammer, auto-responders, and Buffer feeds into linkedin, twitter, and facebook

4. Case studies

- Opportunities to be involved in updating high-profile past case studies to meet new format, liaising with graphic designer to prepare for upload to website, and to manage, chase and prepare for supply to graphic designer new case studies and associated visual and other assets.

5. Other opportunities for experiences

- Office management and project duties as available, which may include support to:
- event organisation
- supply management
- office management
- first drafts for review by senior staff of the monthly newsletter

Skills/Qualities needed

- be enthusiastic about taking on new challenges, tasks and processes
- be happy doing a variety of tasks
- be used to working to tight deadlines
- be extremely organised and have excellent attention to detail
- be adaptable (as we are two growing organisations where priorities regularly change)
- be comfortable working with a diverse range of people
- be accustomed to having an independent workload
- demonstrate confidence with spoken and written English
- have excellent skills in MS Office (Word, Excel and PowerPoint)
- have a strong interest in (and ideally an understanding of) marketing, including social media

Skills to be acquired

- Marketing skills
- Business formatting and document presentation
- Time management
- Proof-reading
- Workload management

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Duration of the internship

3-4 months

Office languages

English

Location

London

Financial support

Travel card is provided

Working hours

Monday – Friday 9am – 5:30pm