

Job Description

JOB TITLE	Joint Public Issues Team Intern		
REPORTS TO	JPIT Campaigns and Church Engagement Officer	LOCATION	Hybrid working, with regular attendance at meetings in central London
TEAM	Mission	GRADE	2

JOB PURPOSE AND OBJECTIVES	
<p>This internship is an opportunity for a young-adult aged 21-30 to develop skills and experiences, and to deepen their understanding about the way JPIT's denominations engage with politics and public issues.</p> <p>The placement is designed to</p> <ul style="list-style-type: none"> • Provide the candidate with an opportunity to gain varied experience of working in a faith campaigns and advocacy environment • Enable the candidate to intentionally consider and enact the importance of the connection of faith and politics • Develop the candidate's skills and experiences for future employment • Offer an opportunity for extensive personal, professional and spiritual development as well as career and vocational development • Support the Joint Public Issues Team in its communications and engagement work <p>The role contributes to the work of the Joint Public Issues Team in fulfilling its objectives of helping the three Churches (Baptist, Methodist, United Reformed Church) to work together for peace and justice through listening, learning, praying, speaking and acting on public policy issues.</p> <p>The role is employed by the Methodist Church and would be a part of the Methodist Connexional Team.</p>	

JOB DIMENSIONS	
RESOURCES UNDER CONTROL	
Direct reports <i>Identify if the role has full managerial or supervisory accountability and to who</i>	None
Resources <i>(e.g. budget control, size of operations under control)</i>	Not applicable. JPIT's main resources are the skills and knowledge of the team members.

ROLE ACCOUNTABILITIES (Between 6 and 10)

1. Contribute to the strategic communications of the Joint Public Issues Team, including:
 - 1.1 Maintaining the social media presence of JPIT
 - 1.2 Supporter engagement through handing requests and enquiries
 - 1.3 Producing visual and written content for JPIT's communications channels
 - 1.4 Production of the Politics in the Pulpit weekly podcast
 - 1.5 Production of daily Stay and Pray content
2. Support the development and delivery of the objectives of the Joint Public Issues Team and JPIT's workplan. This may include:
 - 2.1 Analysing aspects of public policy and implications of proposed policy changes
 - 2.2 Research and drafting work for particular projects or on behalf of other team members
 - 2.3 Representing the partner churches at internal and external meetings
 - 2.4 Project co-ordination and support
 - 2.5 Supporting and working alongside other members of the Team
 - 2.6 Engaging with theological and faith based reflection on policy issues.
3. Contribute to supporter engagement with the Joint Public Issues Team's work, including:
 - 3.1 Contributing to the Joint Public Issues Team website, blog and e-newsletter
 - 3.2 Contributing to campaigns and media work
 - 3.3 Delivering presentations and helping to facilitate workshops
4. Support the further development of relationships between the three member churches, ecumenical counterparts and other bodies by:
 - 4.1 Working with the Strategy and Policy Group, JPIT Team Leader and team members in accordance with the partnership agreement between the churches and JPIT's agreed priorities
 - 4.2 Developing external relationships with government, parliamentary and NGO contacts, as appropriate
 - 4.3 Acting at all times as part of a Team, which may involve undertaking work commissioned by another denomination other than the employing church.
 - 4.4. Providing support with administrative tasks, such as taking minutes at meetings.
5. Any other duties, appropriate with the grade of the post, as requested by the JPIT Team

Leader, other members of the Joint Public Issues Team and its Strategy and Policy Group.

Development opportunities

This post offers a good career prospect for anyone seeking an entry into policy, communications or campaigning work. The Intern will gain the following skills, experience and opportunities:

- Insight into working in a busy public-facing team, and experience of using office and IT systems
 - Learning about the policy areas worked on by the Joint Public Issues Team
 - An opportunity to use and develop oral and written communication skills
 - Experience of using a variety of online communication platforms including social media, podcasting and website management
 - Experience of team and project working
 - Playing key role in specific projects, including project managing the production of resources
 - Experience of managing a busy and varied workload, including time management skills
6. • Support in personal learning and development, including access to in-house induction, training and learning resources

Person Specification

GRADE LEVEL X – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
A Level qualifications or equivalent	X		
Degree level qualification or equivalent in a relevant field		X	Q
Proven Abilities, Knowledge and Skills			
Proven ability to work collaboratively, as part of a small team	X		A, I
Proven ability to work independently, prioritising a range of varied tasks and meeting deadlines	X		A, I
Demonstrable experience of producing effective digital communications, e.g. podcasts, content for social media and website text	X		A, I
Proficient IT skills including Microsoft Office and website content management systems	X		A, I, W
Ability to research independently and critically engage with a	X		A, W

range of subjects			
Proven ability to communicate ideas about politics, public policy or social justice issues in an accessible and engaging way		X	A, W, P, I
Proven ability to reflect and write theologically and from a faith perspective on issues of justice and peace		X	A, W, P, I
Academic or lived experience of one or more of the issues within the Joint Public Issues Team's work		X	A, I
Personal Qualities			
Demonstrates an understanding of and is supportive of the work and mission of the Joint Public Issues Team and its member church denominations	X		A, I
Demonstrable interest in one or multiple areas of justice and peace work	X		A, I
Enthusiastic and willing to take on new challenges and benefit from development opportunities within the internship	X		A, I
A practicing Christian*	X		A, I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;
G – Group exercise; Q – Proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equality & Diversity	The post holder will be subject to the Methodist Council's Equality & Diversity Policy						
Physical Conditions:	Home based working with regular meetings in central London. Open plan office accommodation						
Remuneration:	£24,640						
Hours of Work:	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension:	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						