

## Job Description

<b>JOB TITLE</b>	<b>Joint Public Issues Team Intern (Communications Support)</b>		
<b>REPORTS TO</b>	<b>JPIT Campaigns and Church Engagement Officer</b>	<b>GRADE</b>	<b>2</b>
<b>TEAM</b>	<b>Mission</b>	<b>LOCATION</b>	<b>Hybrid working, with at least three days a week working from offices in central London</b>

### JOB PURPOSE AND OBJECTIVES

This internship is an opportunity for a young adult aged 21-30 to develop skills and experiences, contribute to the public advocacy and political engagement work of the Baptist, Methodist and United Reformed Churches, and to deepen their understanding of the connections between faith and politics.

The placement is designed to

- Provide the candidate with an opportunity to gain varied experience of working in a faith-based 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
- Make a significant contribution to the work of the Joint Public Issues Team in the areas of communications, policy, campaigning and supporter engagement.

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.

The post holder will be employed by the Methodist Council and be a part of the Methodist Connexional Team.

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	None
<b>Resources</b> <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

1. Contribute to the strategic communications of the Joint Public Issues Team, including:
  - 1.1 Maintaining JPIT social media accounts and coordinating the monthly e-newsletter
  - 1.2 Supporter engagement through handing requests and enquiries
  - 1.3 Producing visual and written content for JPIT's communications
  - 1.4 Production of JPIT podcasts including Politics in the Pulpit and 10 Minutes On
  - 1.5 Production of devotional material including Stay and Pray content
2. Support the development and delivery of the objectives of the Joint Public Issues Team and JPIT's work plan. 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 podcasts
  - 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.

A DBS Check will be required for this role.

### **Development opportunities**

This post offers a good career prospect for anyone seeking an entry into policy, charity 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 a key role in specific projects
- Experience of managing a busy and varied workload, including time management skills
- Support in personal learning and development, including access to in-house induction, training and learning resources

## Person Specification

A person specification is a profile of the ideal candidate for this job. The education, abilities, and personal qualities have been listed as either 'essential' or 'desirable'. If you do not have some (or any) of the 'desirable' characteristics, but still believe you would be a good fit for the role, then we would encourage you to still make an application.

	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
A Level qualifications or equivalent	X		Q
Degree level qualification or equivalent in a relevant field		X	Q
<b>Proven Abilities, Knowledge and Skills</b>			
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
Excellent written and oral communication skills	X		A, I, W
Experience of producing effective digital communications, e.g. content for social media, podcasts, web pages		X	A, I
Proficient IT skills including Microsoft Office	X		A, I, W
Ability to research independently and critically engage with a range of subjects	X		A, W
Experience of involvement in social activism, campaigning or community organising		X	A, I
Ability to build relationships with and support volunteers, churches and groups in taking action on justice issues	X		A, I
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
<b>Personal Qualities</b>			
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
Academic or lived experience of one or more of the issues within the Joint Public Issues Team's 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

\* It is considered an Occupational Requirement for this role that the postholder should be a practicing Christian.

**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

<b>Health and Safety:</b>	The post holder will be subject to the Methodist Church in Great Britain's Health and Safety policy
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Church in Great Britain's Equal Opportunities policy
<b>Physical Conditions:</b>	Hybrid working with at least three days a week in the central London offices of the Church
<b>Remuneration:</b>	£25,513 per annum
<b>Hours of Work:</b>	<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>
<b>Holiday Entitlement:</b>	<p>During the first to fourth years                    25 days</p> <p>During the fifth to ninth years                    28 days</p> <p>During the tenth and subsequent years   30 days</p> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>
<b>Sick Pay:</b>	Entitlement in accordance with the Methodist Church in Great Britain's terms and conditions of employment
<b>Pension:</b>	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.
<b>Probationary Period:</b>	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.
<b>Season Ticket:</b>	Season ticket loans are available after the satisfactory completion of the probationary period.