

Communications and Engagement Intern (9 - 12 months)

To start July, August or September 2013, depending on candidate availability.

Position description and person specification

Context

The Francis Crick Institute is a partnership between Cancer Research UK, the Medical Research Council, the Wellcome Trust, UCL (University College London), Imperial College London and King's College London. It is a registered charity whose purpose is to conduct biomedical research into all aspects of human health and disease.

The Institute will be a world-leading centre of biomedical research and innovation. It will promote connections between researchers and disciplines and between academic institutions, healthcare organisations and businesses. Dedicated to research excellence, the institute will have the scale, vision and expertise to tackle the most challenging scientific questions underpinning health and disease. It will be world-class with a strong national role—training scientists and developing ideas for public good. Due to open in 2015, the Crick will be located in a new, purpose built research centre in Brill Place, St. Pancras and will house some 1,500 staff.

The position of Communications and Engagement Internship has been created to offer an enthusiastic undergraduate, or postgraduate, the opportunity to gain valuable work experience within the Communications and Engagement team at the Crick.

Organisation

The Communications and Engagement Intern will report to both the Communications Manager and the Education Outreach Manager.

The internship will be offered on a fixed term contract of maximum 12 months, depending on the successful candidate's availability.

Objectives

The main objective of the role is to work within the Communications & Engagement team to both deliver and manage discrete projects as well as assisting other team members on their projects.

Specific responsibilities will include, but not be limited to the following:

- The management and delivery of assigned individual projects. For example, developing and overseeing the delivery of the Crick's festive 'Tree of Life' project in the local community, as well as one-off activities, such as our 'Ask a Nobel Scientist' event which is held every March.
- Assisting the team across numerous other projects, such as the development of our 'Friends of The Crick' programme, and our Heritage Project which will document the history of our founding institutes, and our place in Somers Town.
- Involvement in planning and delivering high-profile events within the team, such as our Crick Symposia, and helping to plan our first public exhibition.
- Contributing fully to the day to day operations of the Communications and Engagement team, which may involve assisting with office administration such as updating stakeholder

databases, conducting desk based research for a range of communications projects, or assisting with the staffing of our visitor centre.

Person Specification

This role presents an opportunity to make an important contribution to the Communications & Engagement team at an exciting time in the creation of a new and world class scientific research institute.

The role will require the following skills and experience:

- An undergraduate or postgraduate degree in Science Communication, Science Engagement, or Science Education, or a closely related field such as Science and Society or Science and Media The internship may be undertaken as a sandwich year placement, subject to University approval.
- A proven track record of successful project management (including research, planning, monitoring, evaluation and reporting).
- Sound theoretical knowledge of several or all of the following areas and a desire to apply this to the workplace:
 - Press, PR, or Science Journalism
 - Public and/or Community Engagement
 - Science Education
 - Event/Project Management
 - Internal Communications
 - Web Content Development
- Excellent interpersonal skills
- A proven track record of working effectively as part of a small team and taking a flexible approach.
- Outstanding written and presentation skills.
- Excellent IT skills, including all MS Word, PowerPoint, Excel and Outlook.
- A high level of awareness of social media and its capabilities for reaching new audiences.
- Self-starter with high levels of personal motivation and a proven track record of using your initiative to solve problems creatively and effectively
- Excellent prioritisation skills with the ability to balance lots of different priorities and tasks
- A proven ability to work to deadlines
- A high level of attention to detail and an eye for accuracy
- Previous experience of, or an interest in, communicating science to a wide range of audiences would be highly desirable as would demonstrable understanding of scientific research administration and management.

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