

Job Title: Events & Communications Intern

Reporting to: Communications Manager

Manages: N/A

Key responsibilities:

Supporting the Communications Manager and Events Programme Manager to design and deliver strategic communications and to provide events administration and support to ensure CPP produces timely, high-quality and impactful event and communications activity.

Specific tasks will include:

Support the Communications Manager with:

- Dissemination activities, including website, social media, Mailchimp and Salesforce (training provided)
- Production and proof-reading of publications on InDesign (training provided)
- Day-to-day management of the website, press and social media activity
- Production of monthly newsletters
- Development of new and innovative communication activities
- Producing media & communications evaluation reports

Support the Events Programme Manager with:

- Administration of events, including party conferences and CPP's annual inclusive growth conference including drafting and sending out invitations, building invitee lists and groups and managing attendee lists
- Producing event and conference communications including social media, Mailchimp communications, brochures, programmes, event website communications
- Working at on-site and external events as and when needed and playing a key role in coordinating event logistics in advance and on the day
- Liaising with speakers and event attendees about event enquiries and producing relevant materials
- Producing event evaluation reports