

SECTION 1: Key information

Job Title:	Operations and Marketing Intern
Salary:	£17,745 per annum (London Living Wage £9.75 pro rata 2 days per week)
Reports to:	Advocacy and Communications Manager
Duration:	6 months
Location:	London: British Library, St Pancras
Closing date:	15 th January 2018

SECTION 2: About the Knowledge Quarter

The Knowledge Quarter (KQ) is a partnership of over 85 academic, cultural, research, scientific and media organisations located in a one-mile radius around King's Cross, Euston Road and Bloomsbury in London.

Collectively, the geographic area of the Knowledge Quarter contains possibly the greatest knowledge cluster anywhere in the world and is the UK's largest innovation district.

The KQ's partners range from internationally significant research institutes to emerging organisations across all sectors. Partners include the British Museum, Central St Martins University of the Arts London, Google, the Digital Catapult, Wellcome Trust, The Guardian and the British Library. The partners might be vastly different, but we all share one common purpose: the creation and dissemination of knowledge.

Within the KQ, choreographers are meeting surgeons, biochemists meeting poets, activists meeting archivists. The more disparate the worlds, the deeper the connections that are being formed.

SECTION 3: Job description and person specification

Job purpose:

The Knowledge Quarter has grown rapidly in size from an initial 35 partners to now over 85 in the space of only two years. As we grow our operations, we're looking for a proactive self-starter to join our team and provide support in a number of areas, ranging from events, governance and communications.

The post-holder will provide secretariat support to three important Knowledge Quarter subgroups and support the scheduling and organisation of our popular events programme. This is an excellent opportunity to gain real world, varied and engaging paid experience with some of the most prestigious organisations in the world. As part of your internship, the Knowledge Quarter will seek to help support your development needs and tailor parts of the role to your interests.

This is a part-time, fixed-term position for six months with the possibility for extension. The role will be based in our offices in the British Library, but some remote working may be required from time to time.

Key areas of responsibility

- To assist the Chief Executive and Advocacy and Communications Manager in delivering the Knowledge Quarter's external relations strategy.
- To act as the secretariat to the Community Engagement, Knowledge Exchange and Public Realm subgroups, scheduling meetings, organising agendas, circulating papers and taking minutes.
- To support the planning and delivery of the Knowledge Quarter's programme of cultural views and stakeholder breakfasts.

Main tasks

Governance Support

- Providing administrative support for the Chairs of the Knowledge Quarter subgroups: Knowledge Exchange, Community Engagement and Public Realm Environment and Sustainability.
- Working with subgroup chairs to draft agendas, source external speakers and venues and ensure meetings take place and are scheduled in a timely manner.
- Writing and providing minutes of subgroup meetings and answering queries from subgroup members.

Events

- Support the organisation of various Knowledge Quarter events as required, ensuring event activities operate efficiently and effectively.
- Liaising with venues and Knowledge Quarter partners about suitable dates, logistics and scheduling of events.
- Ensure the smooth running of events on the day.

Marketing

- Promoting Knowledge Quarter events through various external press, newsletters, websites, listings and advertisements.
- Sourcing appropriate contacts within Knowledge Quarter partner institutions to promote events internally.
- Support promotion of the 'Knowledge Bank' the Knowledge Quarter's online skills-sharing platform for partner institutions.

Project Support

- Providing general administrative support.
- Flexibility in attending events out of office hours.
- Developing and drafting correspondence and mailings for the Knowledge Quarter Chief Executive and Advocacy and Communications Manager.
- Requesting, collating and analysing data from a range of sources to support the work of the Knowledge Quarter Chief Executive.

Minimum requirements (essential)

- Proficient and effective administration skills.
- Confident in creating and maintaining systems and procedures.
- Ability to work effectively alone, prioritise multiple tasks and manage time effectively to meet deadlines.
- Excellent written communication skills and ability to prepare concise and clear correspondence.
- Excellent verbal communication skills.
- Good IT skills including MS Office applications.
- Good numeracy skills.
- Diplomatic, tactful and confident personality
- Willingness to work flexibly to meet project demands.

SECTION 4: How to apply

Closing Date for Applications: Midnight 15th January 2018

Interviews will take place: Monday 22nd January 2018

To apply please send an up to date C.V. and covering letter (no longer than one page) detailing your reasons for applying, together with your experience and abilities in relation to this role to Daniel Stevens at Daniel.Stevens@bl.uk or via post addressed to Knowledge Quarter, 96 Euston Road, London, NW1 2BD.

We are also asking candidates to provide an example of a piece of written work from your previous employment or coursework which should be no longer than one A4 page.

Please also indicate in your covering letter that if invited for interview, are there any special arrangements that you would like us to make for the interview.