

SECTION 1: Key information

Job Title:	Communications and Policy Intern
Salary:	£19,201 per annum (London Living Wage £10.55 pro rata 2 days per week)
Reports to:	Advocacy and Communications Manager
Duration:	6 months (with opportunity of extension)
Location:	London: British Library, St Pancras
Closing date:	1 December 2019

SECTION 2: About the Knowledge Quarter

The Knowledge Quarter (KQ) is a partnership of over 100 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 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 100 in the space of a few years. As we grow our operations, we're looking for a proactive self-starter to join our small team. In this role you'll support the Knowledge Quarter's communications, support our policy development and conduct small pieces of desk research.

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 opportunity 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 support the KQ communications strategy by updating the KQ website, curating our social media presence and updating the KQ's monthly 'What's On' page.
- To assist the Chief Executive and Advocacy and Communications Manager in briefing and liaising with senior Knowledge Quarter partners and stakeholders and developing the KQ Policy Update.

Main tasks

Communications

- Drafting content for various communications channels including our website, social media, newsletter, publications, etc.
- Managing the Knowledge Quarter's social media presence. This includes scheduling and drafting posts for the Knowledge Quarter's Instagram, Facebook and Twitter.
- Managing the Knowledge Quarter's program of Instagram takeovers by sourcing KQ participants for takeovers and providing administrative support throughout where necessary.
- Managing the Knowledge Quarter's "Whats On" webpage by curating listings of events in the area and ensuring they are up to date.
- To work with the Events Intern and Events Manager to make sure Knowledge Quarter events are promoted through appropriate channels including the website, KQ social media and internally by KQ partners.
- To work with the Knowledge Quarter Operations and Content Manager to update news articles on the KQ website.

Policy

- Researching and writing the KQ 'Policy Update', a monthly briefing for senior managers across the Knowledge Quarter, by horizon scanning appropriate press clippings, research publications and government announcements.
- Supporting the gathering, analysing and presenting information and intelligence including helping to input into policy consultation responses and conducting small research briefings.
- Support the public affairs programme by organising meetings and liaising with Government, parliamentarians and other stakeholders.

Governance Support

- Working with the KQ team to draft agendas, source external speakers and venues and ensure meetings take place and are scheduled in a timely manner.
- Periodically updating contact lists for various Knowledge Quarter network groups as well as for wider KQ stakeholders.
- Writing and providing minutes of Knowledge Quarter meetings.

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 Sunday 1 December 2019

Interviews will take place: Thursday 5 December 2019

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.

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.