

## **Room to Heal Communications Internship**

### **About us:**

Room to Heal is a healing community for refugees and asylum seekers who have survived torture and gross human rights violations. Our members - both men and women - suffer the crippling physical and psychological effects of the trauma they have experienced in their native countries, as well as extreme isolation, marginalisation, poverty and other ongoing challenges of life as a vulnerable asylum seeker or refugee. Through therapeutic groups, gardening, casework and other creative, community-based projects, we cultivate connection and belonging, enabling our members to heal from trauma and reintegrate into society. Our community is based in Islington.

### **Post description:**

We are seeking a dynamic and committed intern to assist with our communications. This would include developing a communications strategy with our staff, and taking the lead on generating content for our new website, as well as expanding the use of social media to publicise the work of our charity.

The post would also involve regularly communicating with our supporters, partners and the wider public through various mediums. As we are a small organisation we offer the opportunity for interns to become involved and experience multiple aspects of the running of the charity, allowing interns to take ownership of their own projects and make a meaningful contribution to improving the lives of refugees in London.

We would ideally like a commitment of 2-3 days a week for at least 6 months, working with our team in our office on Mondays and Fridays. Potentially a third working day can be conducted from home. The post is unpaid although we are able to reimburse expenses for travel and lunch. Room to Heal's office is in Angel, Islington.

The placement will begin in October, subject to the successful applicant passing a CRB check before beginning work.

### **Duties and responsibilities:**

- Develop communications strategy with RTH staff
- Generate content for our new website and take responsibility for regular updates

- Coordinate production of promotional materials, advertising our services
- Develop communications materials to keep supporters up-to-date
- Identify and maximize opportunities for using social media to promote the charity and its events
- Write articles for press promotions
- Build profile in the local area through partnerships with press and media
- Produce quarterly newsletters and organize distribution by email and hard copy as appropriate
- Assist with production of annual report
- Liaise and build relationships with current donors to provide information and progress reports
- Perform basic administrative duties to support the general running of the charity.

**Person specification:**

- Exceptional written and oral communication skills
- Good design acumen
- Proven track record in communications for NGO or other organisation
- Interest and understanding of refugee and human rights issues
- Experience building content for websites, technical knowledge
- Strong research skills
- Can work as part of a team but take initiative for individual projects
- Flexible, as duties will change and develop as the charity activities expand.

**How to apply:**

Please email a covering letter outlining your suitability and motivation for the role, along with a CV to: [chloe@room2heal.org.uk](mailto:chloe@room2heal.org.uk)

Application deadline: 26<sup>th</sup> October 2011. Interview will be held on the week commencing 31<sup>st</sup> October.

The placement will begin in November, subject to references and an enhanced CRB disclosure.