# Communications and Campaigns Internship – Living Wage Foundation

**Hours:** 5 days a week, flexible **Contract:** 3 months fixed-term

**Salary:** London Living Wage: £10.85/hour / £21,158 per annum

**Based:** Flexible (some travel to our London office may be required)

# Living Wage Foundation

The **Living Wage Foundation** was launched in 2011 by **Citizens UK** to tackle in-work poverty and ensure that workers earn enough to live on and participate in family and community life. Citizens UK is the home of community organising with diverse civil society alliances set up to develop leaders to work on the issues that matter to them, such as the Living Wage. Other projects include **PACT** (Parents and the Community Together) and **Sponsor Refugees** to add depth to the impact of Citizens UK’s work.

The Living Wage is a movement of businesses, organisations and people who believe that a hard day’s work deserves a fair day’s pay. The real Living Wage is an independently-calculated hourly rate based on the cost of living and announced each November during Living Wage Week, our annual celebration of a growing network of over 8,000 Living Wage Employers.

The Living Wage Foundation celebrates employers that voluntarily choose to pay the real Living Wage through an accreditation scheme that recognises a long-term commitment to fair pay and has secured pay rises for 270,000 low paid workers.

# Purpose

The Living Wage Foundation is looking for a self-starting and organised individual to join our dynamic team as a Communications and Campaigns Intern. This internship provides an opportunity to gain valuable experience working with the Living Wage Foundation’s Communications and Campaigns.

The intern will assist the team to raise awareness of the real Living Wage through our various communications channels and support our plans to celebrate the 20th Anniversary of the Living Wage movement during our annual Living Wage Week.

Living Wage Week is held w/c 15th November and is our annual celebration of the Living Wage movement. In the lead up to the week, the successful candidate will assist with social media, copywriting, press, gathering case studies from accredited Living Wage Employers and helping the team with operational tasks e.g. research.

# Main Responsibilities

The role will include the following activities:

* Raising awareness of the Living Wage Foundation by writing blogs and creating online content about for our website
* Daily monitoring of social media activity, maintaining and updating our social media channels where relevant. Growing our ethical consumer audience on social media via the Instagram “daily business” etc.
* Carrying out a broad range of other operational tasks to support the communications and campaign team when necessary (e.g. research, minute taking)
* Help the team deliver the communications plans for our annual Living Wage Week in November
* Liaising with accredited Living Wage Employers to gather case studies and testimonials

# Person Specification

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| **REQUIREMENTS** |  | **ESSENTIAL** | **DESIRABLE** |
| **KEY SKILLS AND KNOWLEDGE** | Experience using social media including (Facebook/Twitter/LinkedIn/Instagram) | ✓ |  |
| Enthusiasm for engaging supporters digitally | ✓ |  |
| Excellent phone manner and verbal communication skills | ✓ |  |
| Good written communication skills, and ability to adapt style to different audiences | ✓ |  |
| Good organisational and administrative skills | ✓ |  |
| Good relationship management skills | ✓ |  |
| Ability to work in a fast-paced high-pressure environment | ✓ |  |
| Strong IT skills including MS Office | ✓ |  |
| Some experience with Adobe programmes such as Photoshop/InDesign |  | ✓ |
| **REQUIREMENTS** |  | **ESSENTIAL** | **DESIRABLE** |
| **PERSONAL ATTRIBUTES** | An interest in the Living Wage Foundation, campaigning and social justice | ✓ |  |
| A strong commitment to the values of Citizens UK | ✓ |  |

# Application Procedure

**Method:** Fill out the application form which you can download at [www.livingwage.org.uk/jobs](http://www.livingwage.org.uk/jobs). Please include in the email subject line and save the application form as ‘Name – LWF Internship’.

**Submit to**: [recruitment@citizensuk.org](mailto:recruitment@citizensuk.org)

**Applications deadline:** Wednesday 4th August

**Interview dates:** Thursday 12th August and Friday 13th August

Citizens UK and the Living Wage Foundation are committed to being an inclusive employer. We value a diverse workforce and encourage anyone with an interest in this role to apply, regardless of whether you meet the desirable criteria. We invest in our staff and will support you develop the skills and knowledge required to deliver the role. We particularly welcome applications from black, Asian and minority ethnic (BAME) candidates, who are underrepresented at the Foundation. Please contact us if you would like to discuss flexible working arrangements ahead of applying.

There is a voluntary and anonymous [Diversity Monitoring Form](https://www.livingwage.org.uk/sites/default/files/Diversity%20Monitoring%20Form_LWF.docx) which helps the Living Wage Foundation to monitor against the aims and commitments of our Equal Opportunities Policy. We appreciate your help and cooperation by filling in this form.

For more about the Living Wage Foundation and Citizens UK please visit [www.livingwage.org.uk](http://www.livingwage.org.uk) and [www.citizensuk.org](http://www.citizensuk.org).