

Example job description

The following job description was used by Sustainability West Midlands to advertise for a placement.

Communications Intern, Sustainability West Midlands

Salary: Voluntary - Expenses covered

Organisation: Sustainability West Midlands

Location: Level 4 Millennium Point, Curzon Street, Birmingham B4 7XG

Closing date for applications: Monday 16 August 2010

Contact: Sian Thomas

Tel: 0121 202 3265

Email: sian.thomas@swm.org.uk

Duration: 3 days per week. Three months with potential for extension

About the organisation

Sustainability West Midlands is the sustainability adviser for the leaders of the West Midlands. We are a not-for-profit company that works with its members who are leading individuals and organisations in the business, public, and voluntary sector. Our vision is of businesses and communities thriving in a future region that is environmentally sustainable and socially just. We play our part by acting as a catalyst for change through our advice to leaders, developing practical solutions with our members, and sharing success through our communications.

Sustainability West Midlands is recognised by the Government as the sustainability champion body for the West Midlands. We are currently hosted within the offices of RegenWM in Millennium Point.

The values we expect of our staff include being:

- Business led and business like – we seek and expect of others to maintain personal and professional standards
- Creative and positive – we are always learning and looking for better ways of working with others

- Respectful - we respect nature's limits and the needs of future generations, we respect each other and celebrate our diversity so that everyone can give their best

Sustainability West Midlands is committed to developing its staff as part of our performance monitoring and review systems to ensure they are supported in their roles and objectives in delivery of our business plan.

About the role

A valuable opportunity to gain experience in a small, busy organisation. The purpose of the role is to assist Sustainability West Midlands with its communications activities including our website, events, newsletter and customer database.

The successful candidate will benefit from access to Sustainability West Midlands' seminars and training events and support in advancing their career in sustainable development.

Job Description

- Research and write items for the website including report reviews, member biographies, news stories and events.
- Assist with the quality control of the website.
- Contribute to the planning and coordination of events, exhibitions and projects, ensuring plans are communicated to relevant personnel.
- Develop and produce communications.
- Assist in the maintenance of the customer database.
- Attend seminars, workshops & training to develop relevant knowledge and skills.
- General office administration.

Person Specification

This graduate placement is specifically designed to aid the successful candidate in progressing to paid employment within the sustainable development/regeneration sector.

The successful candidate will ideally possess some or all of the following attributes demonstrable in their experience of studying, membership of clubs or extracurricular activities, or previous work experience:

Knowledge:

- Knowledge of/interest in sustainability issues
- Knowledge of/interest in communication methods

Skills & Competencies:

- Excellent communication skills, both verbally & written
- Ability to process and interpret complex information
- Prioritisation skills and ability to manage own workload
- Ability to work flexibly

- Team player
- ICT Skills, use of Office products (Word, Excel, Powerpoint & Outlook)

Personal Attributes:

- Self-motivated
- Good communication skills
- Prepared to learn new skills
- Ability to work to deadlines
- Ability to make decisions and use own initiative

Application Process

Please send a covering letter and your CV as one electronic Microsoft word or PDF document of not more than 4 sides of A4 in total.

In your covering letter please set out:

1. Your contact details
2. Why you want to be considered for the role
3. How you meet the criteria set out in the job description

In your CV please set out supporting information for your covering letter which includes:

1. Education and qualifications
2. History of relevant employment and voluntary work
3. Two references – which we will contact if you are successful

Closing date: Applications to be sent to sian.thomas@swm.org.uk tel 0121 202 3265 by 9am on Monday 16 August 2010.

We will only contact you if we would like to see you for interview.

Interview date: Week commencing Wednesday 25 August 2010.

For guidance on tailoring your CV and covering letter to sustainability related jobs visit the [Sustainability West Midlands website](#).

If you are shortlisted for interview and you would like advice on interview techniques please contact Sian Thomas.