

HEMIHELP INFORMATION INTERN JOB DESCRIPTION

LOCATION: 6 Market Road, London N7 9PW
REPORTS TO: Eve Critchley, Information Officer
HOURS: Two days per week for 6-12 weeks

INTERVIEWS: 13th/ 14th September
START DATE: 4th October 2010

SALARY: Expenses only

MAIN PURPOSE: To support the development of HemiHelp's information service. Provision of information and awareness raising are two key functions of the charity. In this role there is the opportunity to develop one of several areas including Publications & Literature, Press & Publicity and Online Media – depending on your individual skills and experience. The appointed intern will have responsibility for one of these project areas and will also be able to contribute to a range of other information-based areas of work.

KEY AREAS OF RESPONSIBILITY – for the information team:

- ❑ **Editing HemiHelp's quarterly members' magazine**
- ❑ **Overseeing and managing the content of HemiHelp's website and other online communications**
- ❑ **Co-ordinating the production of HemiHelp's glossy Annual Review**
- ❑ **Work with the helpline team to respond to information enquiries**
- ❑ **Assist in the development of information materials**
- ❑ **Working with the rest of HemiHelp's staff team on any other information-based tasks as required**

KEY PROJECT AREAS:

1. **Publications and Literature** (3 month placement)
 - Working with the Information Officer to develop database of professional contacts and information materials for medical professionals;
 - Assisting the Information Officer with research and production of education information pack;
 - Writing and editing articles for HemiHelp's quarterly magazine;
 - Updating and expanding HemiHelp's publications by reviewing existing information sheets and researching new topics.

2. **Press and Publicity** (6 week placement)

- Working with events and information team to generate publicity around HemiHelp's programme of events;
- Researching print and online media opportunities, particularly in relation to the 2012 Paralympic Games;
- Developing a media toolkit for local events;
- Monitor media coverage related to HemiHelp's work;
- Working with Information Officer to develop media briefing policy.

3. **Online Media** (6 week placement)

- Writing and editing content for the HemiHelp website and message board;
 - Contributing to the ongoing development of the website;
 - Helping to expand HemiHelp's online presence by researching social media opportunities;
 - Reviewing the HemiHelp website's accessibility and developing ideas for improvement;
 - Monitoring online coverage of issues relating to HemiHelp's work and creating links with relevant organisations.
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Person specification

Essential skills and attributes:

- Excellent written and oral communication skills;
- Good IT skills, with ability to use Microsoft Office, email and internet;
- Excellent organisational skills and ability to work to deadlines;
- An eye for detail and accuracy;
- Ability to work on own initiative and as part of a team;
- Interest in disability issues and desire to make a difference;
- Ability and willingness to work under pressure.

The following are **desirable** but not essential:

- Experience of writing for print/online media;
- Experience of using a variety of social media;
- Knowledge of charity sector;
- Awareness of disability, children, youth and family issues;
- Knowledge and understanding of hemiplegia;
- Knowledge of web accessibility issues;
- Experience of using Adobe, Photoshop and a basic knowledge of html;
- Experience of working with Content Management Systems.