

# Job Description



**Title:** Communications Intern for Global Programmes

**Responsible to:** Communications Coordinator, Global Programmes Team

**Location:** London, NW3, UK home based, or home-based from a country where WAGGGS can contract

## About Us:

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Free to make what they want from the Movement, girls learn by doing, make friends and have fun. In safe, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world.

The World Association of Girl Guides and Girl Scouts (WAGGGS) keeps the global Movement thriving, united and growing.

## Benefits of Joining

As an Intern, you will be part of a global team working on diverse programmes that contribute to girls and young women's leadership and empowerment. You will receive practical mentorship from the global programmes communications coordinator on how to manage, implement, and monitor the implementation of the global programmes' communications strategy, plans, events and activities. You will have the opportunity to tailor your learning based on the project focus you choose, and chance to implement your skills and knowledge to improve our work.

## Job Purpose:

The purpose of this role is to support the global programmes's communications coordinator in implementing the developing contents and multi-media assets that showcase the work and the impact that the global programmes are making. In this role you'll get to learn about our amazing programmatic work and you'll have opportunities to showcase change stories, good practices, and meet young women who through Girl Guiding and Girl Scouting are shaping the world they want to see.

## Key Responsibilities:

1. Support the global programmes communications coordinator in the implementation of the communications work plan and activities.
2. Assist in planning, writing, and managing website content and social media posts. This will be more focused towards multimedia assets (graphics, videos, visuals).
3. Assist in the updating of the organization website using Wordpress with current events, relevant news, etc.
4. Design event/program fliers, graphics, and other marketing/social media or event material.
5. Update and maintain WAGGGS social media presence, including regular

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monitoring, posting, scheduling and reporting Facebook updates.

6. Coordinate with volunteers (ex. languages group) to ensure quality translations of social media posts.
7. Coordinate with global programme managers to deliver organisation-wide communications requirements/products.
8. Coordinate with other communications colleagues to synergise social media campaigns and activities.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

# Person Specification

Area:	Essential:	Desirable:
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Completed or working toward a college/undergraduate degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)</li> </ul>	<ul style="list-style-type: none"> <li>Completed first level degree related to the post</li> <li>Previous internship or related experience in marketing or communications a plus</li> <li></li> </ul>
<b>Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Firm grasp of social media tools and platforms including Facebook, Instagram, X, TikTok etc.</li> <li>Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe, Canva, InDesign and Photoshop</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of HTML, website content management and graphic design a plus</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>Possess excellent written and oral communication and interpersonal skills</li> <li>Genuine enthusiasm for creating compelling communication materials to support the comms manager</li> <li>Self-starter, good time management, creative, with ability to communicate in a professional manner</li> <li>Demonstrate ability to work independently, remotely, and as a member of a diverse team to coordinate efforts to effectively meet communications needs</li> <li>Flexibility to changing situations and priorities</li> </ul>	<ul style="list-style-type: none"> <li>Highly creative; able to generate innovative approaches that deliver results</li> <li>Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect</li> </ul>
<b>Other Requirements:</b>	<ul style="list-style-type: none"> <li>Fluent in spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>Fluent in spoken and written French, Spanish or Arabic</li> </ul>
<b>Working for WAGGGS:</b>	<ul style="list-style-type: none"> <li>Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.</li> <li>A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background.</li> <li>Understanding of WAGGGS' mission, vision and values</li> </ul>	