

'THEOS'

JOB DESCRIPTION

Title	INTERN: Research, Communications and Events
Accountability and Reporting	Head of Communications; Head of Research
Location	Remote (working from home)
Employer	Theos, <i>Full Time (6 months fixed term)</i>

Main Responsibilities

Please note, these do vary depending on time of year and the balance of duties will change depending on what is happening in the wider team.

*Due to the current situation, we are functioning as a virtual team and this role will be performed from home until such time as a physical presence in the office is possible. You will be supported as much as possible, but you will also need to be able to work away from the office, and be comfortable with online meetings (such as via Zoom and Teams) and predominantly online interaction. There is opportunity occasionally to meet with some other team members, depending on location and circumstance. You are not required to be based in London to do this role. You do need to be UK based and be legally able to work here. **Please read the FAQ's on the website.***

Communications and Events

- Assisting the communications team with creation and dissemination of content – uploading content to the Theos website, managing social media channels, drafting social copy and media monitoring
- Assisting with the production and distribution of Theos podcasts *The Sacred* and *Reading Our Times*

- Assisting with planning and staging Theos events (currently hosted online with Eventbrite and on Zoom)
- Supporting and assisting various team members in the new systems currently being put in place related to Finance and Fundraising (Salesforce). Training given by Bible Society where required.

Research

- Assist Theos researchers in the execution of current research projects. These tasks vary depending on the time of year and range of projects ongoing, but may include any of: desk-based research; transcription; writing up findings; analysing data; field work, i.e. interviews online, and in person when safe and possible
- Propose and write web content (i.e. blogs and long-reads) for the Theos website, as part of the wider team

General

- Participating fully in the life of Theos including attending team meetings and events (in house and outside, virtual and non-virtual) as required
- Dealing with day to day enquiries on email
- Carrying out other reasonable ad hoc duties which may be required to ensure Theos' work is done as effectively as possible

Qualifications

- Completed, or close to completing a Master's degree in a relevant subject (e.g. theology, religious studies, law, politics, sociology) or equivalent professional experience
- A high level of intuition, initiative, and attention to detail
- Be able to demonstrate research experience (preferably both primary and secondary, including field work)
- An interest in communications (particularly digital and social media communications)
- An aptitude for and some experience in generating and sharing content on social media
- An interest in events management and marketing

- Ability to work as part of team and autonomously
- Excellent communication and organisation skills – both oral and written – and an approachable manner
- Ability to work on tasks that are wide ranging and sometimes fast-paced
- Well-developed interpersonal skills, with the ability to tailor messages to specific audiences and communicate with a wide range of stakeholders
- Competent in using social media and IT systems including Microsoft Office

Personal Attributes

- A commitment to the aims and objectives of Theos
- An interest in current affairs
- Willingness to attend and participate in Theos' evening events (currently online). [Time off in lieu can be taken for these].

TERMS

- Theos is part of the British and Foreign Bible Society who are the employer for this role.

Theos

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Created: October 2020