



# Job Description

<b>Job title</b>	<b>Theos – Intern (Research Communications)</b>
<b>Reporting to</b>	Head of Content & Communications
<b>Staff responsibility</b>	None
<b>Location</b>	Theos Office, 77 Great Peter Street, London, SW1P 2EZ with homeworking flexibility

## What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.

## Summary of role

Theos has run a successful internship scheme for more than 15 years, with interns going on to excellent roles within academic, the civil service, the arts, and Christian ministry.

The internship provides invaluable insight and experience for talented thinkers, interested in entering the world of religion in public life.

Theos is a religion and society think tank that seeks to create a world in which Christian ideas about human flourishing can help answer some of the biggest questions society is asking today: from AI to isolation, from religious education to social cohesion; from relationships to political engagement.

The role gives the intern an opportunity to help deliver stand-out content across our printed, digital and social media platforms, communicating our research in creative and innovative ways to the wider public.

## Main responsibilities

### Research Communications

- 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 creating copy and messaging drawn from our research to be shared across our newsletter, social media channels and website
- Contributing ideas to research project kick-off meetings that help shape the direction of our research across five areas: Understanding Faith; Faith in Communities; Science, Technology & Climate Change; Health, Well-being and Life Stages; and Work, Economy & Poverty
- Assist the research team in projects, including carrying desk-based research; transcription; writing up findings; analysing data; field work, i.e. interviews online, and in person
- Propose and write web content (i.e. blogs and long-reads) for the Theos website, as part of the wider team

## General

- Carrying out ad hoc tasks as required, such as assisting with the production and distribution of Theos podcasts The Sacred and Reading Our Times
- Assisting with planning and staging Theos events (online and in-person)
- 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
- 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
- Adhere to our policies and standards in all areas of your work
- Carrying out other reasonable ad hoc duties which may be required to ensure Theos' work is done as effectively as possible
- Participate fully in the corporate life of Theos, by attending All Staff Meetings and departmental meetings as required

## Who we need

### Experience

- An aptitude for and some experience in generating and sharing content on social media
- Competent in using social media and IT systems including Microsoft Office

### Skills

- Ability to work on tasks that are wide ranging and sometimes fast-paced
- Ability to work as part of team and autonomously
- Well-developed interpersonal skills, with the ability to tailor messages to specific audiences and communicate with a wide range of stakeholders

### Personal attributes

- Demonstrated interest (academic, content & communications i.e. blogs, articles and social media content) in a relevant subject area (e.g. theology, religious studies, media, journalism, law, politics, sociology)
- Demonstrated interest in communications (particularly digital and social media communications)
- Excellent communication and organisation skills – both oral and written – and an approachable manner
- A commitment to the aims and objectives of Theos
- An interest in current affairs
- Willingness to attend and participate in Theos' evening events. [Time off in lieu can be taken for these]

## Culture and character

### Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

#### **Character**

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

**Character for leadership** – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

**Character for teamwork** – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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