



## VACANCY: Public Affairs and Events Volunteer Intern

### Overview of the Position:

<b>Job Title</b>	<b>Public Affairs and Events Volunteer Intern</b>
<b>Job Location</b>	The Royal Commonwealth Society Commonwealth House 55-58 Pall Mall London SW1Y 5JH
<b>Hours</b>	Part time - 3 - 4 days a week 10.00am to 5.00pm (notional) but flexible in the number of days and hours
<b>Remuneration</b>	Unpaid, but up to £20 per day to cover lunch and travel expenses
<b>Line Manager</b>	Head of Public Affairs and Engagement
<b>Duration</b>	21 <sup>st</sup> January 2019 – 29 <sup>th</sup> March 2019 (flexible)

### About The Royal Commonwealth Society

Founded in 1868 and constituted by Royal Charter, The Royal Commonwealth Society (RCS) is the oldest and most broadly based civil society organisation devoted to the modern Commonwealth. With a global reach through our extensive network we operate at the forefront of Commonwealth affairs to improve the lives and prospects of Commonwealth citizens.

We seek a volunteer intern who wishes to develop administrative and liaison skills and support our public affairs and events programme. Key deliverables during the period of engagement will include [the Commonwealth Service](#) and support for [The Queen's Commonwealth Canopy](#) project.

### Duties and responsibilities

The Public Affairs and Events Volunteer Intern will assist the team with a wide variety of tasks, including:

- Administrative support to the Public Affairs Team (e.g. sending invitations and collating RSVPs, dealing with enquiries from guests, database entry, etc.)
- Daily collation of a pan-Commonwealth media round-up
- Research and preparation of topical briefings
- Content development and contribution to the Society's social media channels
- Other administrative duties as required.

## Person specification

The Public Affairs and Events Volunteer Intern should have the following characteristics:

- An ability to communicate clearly and politely, in person, on the phone and via email with a wide range of people (including diplomatic representatives)
- Ability to work in a team and independently
- Excellent administrative and organisational skills
- Excellent attention to detail
- Ability to prioritise a varied workload
- An ability to write in clear, concise English
- Experience of using social media platforms including Facebook and Twitter
- Confidence using the Microsoft Office suite and a willingness to learn to use new IT tools
- An interest in international relations, communications and events

Please be aware that applications can only be considered from individuals with the existing right to work in the United Kingdom.

## To Apply

Applicants should send a CV (1-2 pages) and covering letter (1 page) explaining why you would like to volunteer for the Society and how you meet the above person specification to Emma Fowler at [info@thercs.org](mailto:info@thercs.org) with '**Public Affairs and Events Volunteer Intern Application – (your last name)**' as the subject of your email.

**Applications must reach us by midnight on Sunday 6<sup>th</sup> January 2019.** Interviews will be held the week commencing Monday 14<sup>th</sup> January 2019 for immediate start. We regret that, due to constraints on our capacity, we are unable to provide feedback to candidates who are not invited to interview.