



VACANCY: Public Affairs and Events Internship

Overview of the Position:

Job Title	Public Affairs and Events Intern
Job Location	Royal Commonwealth Society 65 Basinghall Street London EC2V 5DZ
Contract Term	10 weeks
Working Hours	Full time 35 hours per week / 9.00am – 5.00pm (flexible) Office based (but with flexibility)
Remuneration	London Living Wage (£11.95 p.h. + benefits)
Line Manager	Chief Operating Officer
Duration	15 January 2024 – 22 March 2024

About the Royal Commonwealth Society

The Royal Commonwealth Society (RCS) is a network of individuals and organisations committed to improving the lives and prospects of Commonwealth citizens across the world. Through youth empowerment, education and high-level advocacy, the Society champions the importance of literacy, equality and inclusion, the environment and connected communities across the Commonwealth's 56 member nations. The Society's unique position within the Commonwealth family allows it to play a pivotal role in convening and connecting the Commonwealth's political and diplomatic representatives, as well as industry, civil society, academic and business leaders, on a wide range of issues. Founded in 1868, the RCS is non-partisan, independent of governments and relies on public generosity to achieve its mission.

We seek an intern that can provide essential administrative support to our public affairs and events programme. Key deliverables during the period of engagement will include the [Commonwealth Day Service](#) at Westminster Abbey, a Commonwealth Banquet and support for [The Queen's Commonwealth Essay Competition](#) and the Society's broader activities.

Duties and responsibilities

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

- Assisting with the promotion, administration, and logistics of the Commonwealth Day Service in March (e.g. sending invitations and collating RSVPs, dealing with enquiries from guests, database entry, etc.).
- Assisting with the promotion, administration, and logistics of The Queen's Commonwealth Essay Competition.
- Assisting with the coordination of the Commonwealth Ocean Plastic Campaign.
- Event delivery support including logistical arrangements and stakeholder management.
- Research and preparation of topical briefings.
- Content development and delivery for the Society's social media channels.
- Other administrative duties as required.

Person specification

The Public Affairs and Events 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.
- Innovative approach to work.
- 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, Twitter and Instagram.
- Confidence using the Microsoft Office suite and a willingness to learn to use new IT tools.
- An interest in international relations, communications, and events.
- Experience of supporting / working with young people.

Please note that due to the nature of this role some out of hours working is required.

Please be aware that applications can only be considered from individuals with the existing right to work in the United Kingdom. Applicants should be willing to undergo an enhanced DBS check.

To Apply

Applicants should send a CV (1-2 pages) and covering letter (1 page) explaining why you would like to intern for the Society and how you meet the above person specification to Elizabeth van der Valk at bradley.sisson@royalcwsociety.org with **Public Affairs and Events Intern Application – (your last name)** as the subject of your email.

Applications must reach us by close of business Friday, 17 November 2023. Interviews will be held between Tuesday 5 and Friday 8 December for a start on Monday 15 January 2024 (flexible). We regret that, due to constraints on our capacity, we are unable to provide feedback to candidates who are not invited to interview.