



Undergraduate Internship Opportunity – 13 months

Marketing & Communications Officer and Parliamentary Assistant to Lord Addington

Marketing & Communications for The Atlas Foundation, an international children's charity that harnesses the values and community of rugby to give some of the world's most disadvantaged children the chance to thrive. Within this role, you will be responsible for all marketing output and communicating with our donors, projects, regions, rugby champions, and trustees.

You will often liaise with our projects, hearing their stories, supporting them, and gathering social media content. You will also be required to assist with event organisation and board meetings.

'Marketing and Communications' does not cover all of the tasks you will be required to do, so adaptability and willingness to learn are key parts of the role.

Parliamentary Assistant to Lord Addington, who is a Liberal Democrat Peer. Lord Addington puts his time into fighting subjects surrounding disability and sports disabilities, as well as speaking about numerous other issues. You would be asked to support him in research and briefings on these subjects. This would be for one day a week, but you have access to an office at Westminster full-time.

Requirements:

- Must be an undergraduate student studying at a university
- A good understanding of social media
- Website and ICT skills, whilst desirable, are not essential
- Literate, accurate, and organised. Able to think and act independently, able to take quick instruction and translate it into action.
- Someone who is self-motivated and has no problem with going and looking for work, demonstrating a capacity to learn quickly, on-the-job, and execute tasks accurately.
- Candidates must be supporters of the values of rugby and have a passion for charity, particularly for the welfare of children and young people
- Creative thinking skills and interest in media aesthetics and engagement



- Comfortable with people from all walks of life, not unduly phased but respectful of high-profile people. Also, able to correspond and speak to grassroots rugby fans and charity supporters.
- Fluent written and spoken English
- Keen eye for design and interest in creating visually appealing digital and printed materials

Pay and benefits:

27 hours per week at the National Living Wage plus expenses. We provide many auxiliary benefits, such as entrance to exclusive events and networking opportunities. We will also provide a work phone and a laptop.

This placement is hybrid; 4 days at home and one in Westminster, with access to an office in Westminster full-time. We also hold monthly in-person team meetings and a quarterly board meeting with the trustees, which you will be expected to attend, contribute and minute.

This placement starts in July and lasts for 13 months.

Please send your CV and cover letter to info@theatlascharity.org to apply.

Should you have any questions before applying, please feel free to ask, also using info@theatlascharity.org

Applications open in September each year and close in January.

Interviews are usually held in February.