



## Role Profile

<b>Job Title:</b>	Intern
<b>Reports To:</b>	Administrator and Executive Assistant (AEA)
<b>Responsible For:</b>	N/A

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### Overall Aim

To provide administrative and logistical support to the Science Media Centre (SMC) staff, primarily the press office, to allow their proper and effective functioning.

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### Key Responsibilities

1. Conduct a daily press summary of national news media outlets for content relevant to the interest and output of the SMC, informing the team of such stories.
  2. Support the Press Office Assistant (POA) in ensuring that the SMC database of contacts is properly maintained and up to date.
  3. Support the POA in preparing reports of media coverage resulting from SMC activities.
  4. Support the AEA in providing research and administrative support for the chief executive (CE) and the rest of the team where appropriate.
  5. Support the POA with the logistics of SMC briefings as and when required.
  6. Create PowerPoint presentations to add to the SMC's library of slide sets and press cuttings.
  7. Provide summaries of committees, talks and external meetings covering SMC-relevant topics as requested by the press team.
  8. Provide logistical support for SMC events as and when required.
  9. Attend talks and meetings with external parties alongside SMC team members.
  10. Any other tasks as requested by a member of the SMC team.
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Please also be aware of and follow the Science Media Centre's policies and procedures, with particular attention to health and safety, equality and diversity, confidentiality, and data privacy and protection.

The Science Media Centre reserves the right to amend this role profile as necessary, after consultation with the current post holder, to reflect changes in the job.

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## Person Specification

Job Title: Intern

	<i>Essential</i>	<i>Desirable</i>
<b>Experience</b>		- Experience of working in a busy office or similar environment
<b>Knowledge and Qualifications</b>	- Studying for or completed an undergraduate degree	- Completed undergraduate or postgraduate qualification in a scientific subject
<b>Skills</b>	- Excellent organisational and administrative skills - Excellent communication skills - Excellent attention to detail - Ability to multi-task and prioritise - Good IT skills including proficiency with Microsoft Office	
<b>Personal style and behaviour</b>		
<b>Other requirements</b>	- Interest in the work of the Science Media Centre (SMC) - Understanding of the importance of science to the public - Commitment to quality and best practice in all aspects of the Science Media Centre's operations - Commitment to equality, diversity and inclusion	- Passionate interest in how science is portrayed in the national news media