

**IMAGINE
PUBLIC RELATIONS 12 MONTH INTERNSHIP**

Job Title: Public Relations Intern	No. of Vacancies: 1
Job Description - Tasks: The internship will provide practical hands on experience in a wide range of PR tasks including: <ul style="list-style-type: none"> • Message development and dissemination • Writing publicity material including organising website updates • Scripting, shooting and producing short punchy video clips • Preparing Press releases • Researching, monitoring and evaluating PR opportunities and providing regular reports • Monitoring and reporting regularly on the organisations PR work • The opportunity to work on funding bids to ensure the organisations key PR messages are communicated effectively • The opportunity to contribute to the organisations PR plan • Supervision from an experienced PR person will be provided 	
Person Specification Essential Criteria: <ul style="list-style-type: none"> • Excellent written and verbal communication skills • IT literate (Word Excel Email & internet search as a minimum) • Ability to assess and assimilate a large amount of information and sift and summarise the relevant points • Enthusiasm and commitment with "Can do" attitude • Willingness to work as part of a team and on own initiative • Graduate (or about to graduate) 	
Desirable Criteria: <ul style="list-style-type: none"> • PR experience • Experience of making video clips • Experience of editing and writing for websites • PR Graduate • Experience of work (paid or voluntary) in the charity sector 	
Training on Offer: Relevant training provide through Chartered Institute of Public Relations (CIPR) will be provided included 12 months membership of the Institute.	
Additional Information: This is an ideal development opportunity for someone who wants a career in Charity PR in particular or PR in general. A travel pass and lunch expenses will be provided	
Pay: This is an Internship Travel pass & Lunch expenses	Holidays: 4 weeks unpaid leave + public holidays
Trial Period: 1 month	Closing Date: Mon 23 rd Jan 2012
Possible Start Date: Feb 2012	
Days & Times of work: Mon – Fri 9.30- 5.00 12 month internship ideally full time 35 hrs (Mon – Fri) but 28 + hrs would be considered for an exceptional candidate	
How to apply: By application form downloadable from www.imaginementalhealth.org.uk/jobs posted to Peter Rainford at Imagine 25 Hope St Liverpool L1 9BQ or by e mail to: prainford@imaginementalhealth.org.uk	