



Job Advert: Digital Content, Marketing and Communications Intern

Location: Prospex, The Underground Youth Centre, Piper Close, Islington, N7 8TQ

Salary: £25,207 per annum (£13.85 per hour)

Responsible to: Senior Youth Worker

Contract: Fixed term, 1 year starting March 2025

Hours: 35 hours per week over 5 days (including daytime, evenings, and occasional weekends)

This is a paid internship supported by [Jack Petchey Foundation Internship Programme](#)

About Prospex

Prospex is an award-winning grassroots youth charity based in Islington. Since 2001, we have supported young people aged 8–21 who face challenges such as poverty, social deprivation, high unemployment, and crime. By fostering positive relationships and equipping young people with life and employability skills, we aim to broaden their horizons and empower them to achieve their potential.

The Role

We are seeking a passionate Digital Content, Marketing, and Communications Intern to join our dynamic team. This role offers the opportunity to play a key part in how we engage with our community, promote our services, and celebrate the achievements of the young people we support.

Key Responsibilities

- Collaborate with staff to plan and deliver engaging content for various stakeholders on multiple social media platforms.
- Create tailored media for different audiences, ensuring effective communication.
- Plan and manage a content calendar, including celebration weeks and events.

- Develop marketing materials such as flyers, posters, and newsletters to promote our work.
- Design and implement a regular podcast programme.
- Create a communication platform for young people and parents.
- Use media created by young people to highlight and promote Prospex's impact.
- Work with a key trustee to maintain and update the Prospex website.
- Teach and guide young people in content creation for Prospex and for their personal use.
- Develop online safety resources for youth workers to deliver to young people.

About the Jack Petchey Internship Development Programme

Jack Petchey Foundation provides funding to support young people in London and Essex and we would expect applicants to have a strong connection with London or Essex and ideally be currently living in the area or have a good understanding of local issues young people are facing.

Digital Content, Marketing, and Communications Intern role is a twelve-month paid Internship starting in March 2024, supported by the Jack Petchey Foundation.

As part of this role, the successful candidate will be part of the Jack Petchey Internship Programme alongside interns from different youth organisations in London and Essex. This development programme will involve attending:

- A residential launch conference
- Professional development workshops through the year
- A celebration event at the end of the programme.

Benefits of this programme include a training bursary of £1,000 for approved training and mentorship to help support professional development. The Jack Petchey Internship Programme training days and events will take place in person in London and the successful candidate will be expected to take full part in this programme alongside their role with Prospex.

Person Specification

We're looking for someone who is:

- A strong communicator with excellent interpersonal skills.
- Comfortable engaging with young people, children and professionals.
- Experienced in digital content creation.

- Innovative, proactive, and eager to learn more about marketing.
- Knowledgeable about digital creation tools, social media platforms and office 365.

Benefits

- Support and training from The Jack Petchey Foundation.
- Training bursary for approved training.
- Excellent supervision and mentorship from experienced practitioners.
- Paid holiday allowance of 25 days plus public holidays.
- Competitive salary and pension scheme.
- Be part of a well-regarded charity that positively impacts young people in Islington.
- A unique opportunity to change the lives of vulnerable young people.

How to Apply

If you're passionate about making a difference and growing your digital and marketing skills, we'd love to hear from you! Please send your CV and a cover letter detailing your suitability for the role (no more than two pages) or record a short video of your suitability for the role (no more than 3 minutes) or for more information about the role please email [**alan@prospex.org.uk**](mailto:alan@prospex.org.uk)

Vetting Requirements

All applicants are subject to vetting checks, including but not limited to a DBS check and references.

Closing Date: Sunday 2nd February 2025 at 11 .59 pm

Join Prospex and be part of our mission to empower and inspire young people to reach their potential!