

## **International Justice Mission UK**

### **COMMUNICATIONS INTERN JOB DESCRIPTION**

#### **Training**

All IJM UK interns will attend a mandatory training week at the IJM headquarters in Washington D.C. prior to their internship in the U.K. This will introduce interns to the foundations and corporate values of IJM, the structure of the global organisation, and the operating procedures of offices and departments. IJM UK value the work of interns and therefore endeavour to ensure that the internship programme acts as a form of training that will benefit participants as they continue to journey forward in service to God.

#### **Values**

IJM UK interns will share in IJM's corporate values. The manner in which IJM UK interns conduct themselves is often as important as the work itself. IJM's dominant values affect everything we do. Our values are explained further in training, but in summary it can be said that:

- We are Christian
- We are professional
- We are bridge builders

#### **Skills and Attitude**

The values of IJM will be reflected in the attitude of a communications intern. As a communications intern you will have the confidence and boldness to approach and engage individuals and large groups, but do so with graciousness and humility. You will understand the importance of formality where it is appropriate. You will be able to work to a diary, making effective use of your work time by prioritising and balancing tasks. You will have the maturity to carry the responsibility of being an IJM UK advocate in all you do. You will have the motivation, discipline, initiative and adaptability required for independent work, but also be a good team player. You will have the administrative skills that are necessary to remain organised. You will be competent in the use of computer programmes such as Microsoft Office, with emailing systems and with internet based research. You will work with integrity as you deal with confidential documents and handle IJM money. IJM UK interns are also encouraged to adopt the attitude IJM has of spending time in daily devotion; necessary in an organisation which believes that to work in it's own strength would be inadequate.

#### **Area's of Work**

As a communications intern you will be working on a largely independent basis. All work will be delegated and assigned to you by the executive director. However, you will have some freedom to choose how you balance the carrying out of some on-going projects. There will also be variability in areas of work according to circumstances at certain times and the individual attributes of every intern. As a communications intern you should be prepared to engage in the following areas of work:

- Church Relations- presenting the work of IJM to churches
- Student Relations- engaging student groups with the work of IJM

- Public Relations- represent IJM in varying contexts, communicate with the media
- Networking- establishing relations with new contacts including church leaders, youth leaders, student leaders, potential interns/fellows/volunteers/staff and anyone who may provide potential openings, opportunities and support for IJM
- Engage other organisations with whom IJM UK may be able to collaborate
- Represent IJM UK at events with a stand
- Research for the Executive Director
- Writing/Drafting/Updating documents and articles
- Writing/Drafting grant proposals and other applications
- Meetings- meeting up with individuals as a necessary part achieving goals, attending IJM meetings, represent IJM at meetings of which it is a part
- Daily communications- responding to / referring inquiries, responding to on going communications as a necessary part of achieving goals
- Administration- correspondence, preparation for presentations, typing up sign up sheets after events, keeping personal files organised and up to date etc.

### **Concluding Remarks**

To be effective, a communications intern will engage in tasks thoughtfully to ensure that intended outcomes are achieved. With a specific task there may be a specific intended outcome. However, on a broader level, it is important that interns always remain conscious of why it is IJM UK exists. As part of IJM the global organisation, we exist to support the casework of IJM, which is centred on its four-fold purpose. As an affiliate office we are also commissioned with the specific responsibility of engaging a UK and European audience. In engaging more people with the issue of injustice, IJM UK believes that it is investing in people, in order that God might more effectively use them. The Executive Director is responsible for all IJM UK interns. It is therefore essential that a communications intern understands the importance of remaining accountable. This is achieved through regular reporting to the Executive Director. Reporting in this way also ensures that the practice of working separately is effective.

Finally, when a communications intern finishes their time with IJM UK, they are encouraged to make the most of belonging to an IJM Alumni of former interns. A particular way of doing this is to participate in the bi-annual get together hosted by the Executive Director in London.