

## Role Profile

<b>Job Title:</b>	Intern
<b>Reports to:</b>	Science Information Officer (SIO)
<b>Responsible for:</b>	N/A

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### Overall Aim:

To provide research, administrative, and logistical support to the SMC staff and press office to allow their proper functioning.

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### Key Responsibilities

1. Daily monitoring of national media outlets for content relevant to the interest and output of the SMC, and informing the team of such stories.
  2. Support to the SIO in monitoring the wider science news media – blogs, magazines, etc – and highlighting areas of interest to SMC staff. Monitoring influential voices in the media.
  3. Support to the SIO to ensure that the SMC database of contacts is properly maintained and up to date.
  4. Support to the SIO regarding uploading to the website of the SMC's output.
  5. Research for factsheets and glossaries for journalists on breaking and ongoing news stories.
  6. Research and administrative support for the chief executive and the rest of the team where appropriate.
  7. Supporting the press office assistant (POA) in the preparing of media coverage resulting from SMC activities.
  8. Supporting the POA and assisting with logistics of SMC briefings as and when required.
  9. Creation of PowerPoint presentations for the chief executive and the rest of the team when required, including support for maintaining and developing the SMC's library of slide sets and press cuttings.
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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 and client service excellence.

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

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