

Role Profile

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

Overall Aim

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

Key Responsibilities

1. Conduct daily monitoring of national 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 monitoring the wider science news media – blogs, magazines, etc. – and highlighting areas of interest to SMC staff.
3. Support the POA in ensuring that the SMC database of contacts is properly maintained and up to date.
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 uploading of the SMC's output to the SMC website.
6. Support the POA in the preparing of reports of media coverage resulting from SMC activities.
7. Support the POA in monitoring influential voices in the media.
8. Support the POA with the logistics of SMC briefings as and when required.
9. Create PowerPoint presentations for the CE and the rest of the team when required, whilst maintaining and developing the SMC's library of slide sets and press cuttings.
10. Conduct research for factsheets and glossaries for journalists on breaking and ongoing news stories as and when required.

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 current post holder, to reflect changes in the job.
