

Job Description

JOB TITLE	Joint Public Issues Team Intern		
TEAM	Mission: Joint Public Issues Team		
REPORTS TO	JPIT Campaigns and Church Engagement Officer, or other staff as may be designated	LOCATION	Hybrid working, with at least two days a week working from offices in central London
CONTRACT TYPE	12 month Fixed Term Contract	GRADE	LG2

JOB PURPOSE AND OBJECTIVES

These two internships are each an opportunity for a young adult aged 21-30 to develop skills and experiences, contribute to the public advocacy and political engagement work of the Baptist, Methodist and United Reformed Churches, and to deepen their understanding of the connections between faith and politics.

The placements are designed to

- Provide the interns with an opportunity to gain varied experience of working in a faith-based campaigns and advocacy environment
- Enable the interns to intentionally consider and enact the importance of the connection of faith and politics
- Develop the interns' skills and experiences for future employment
- Offer opportunities for extensive personal, professional and spiritual development as well as career and vocational development
- Make significant contributions to the work of the Joint Public Issues Team in the areas of communications, policy, campaigning and supporter engagement.

The roles contribute to the work of the Joint Public Issues Team in fulfilling its objectives of helping the three Churches (Baptist, Methodist, United Reformed Church) to work together for peace and justice through listening, learning, praying, speaking and acting on public policy issues.

The post holders will be employed by the Methodist Connexional Council and be a part of the Methodist Connexional Team.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	None
Resources <i>(e.g. budget control, size of operations under control)</i>	Not applicable. JPIT's main resources are the skills and knowledge of the team members.

ROLE ACCOUNTABILITIES

1. Support the development and delivery of the objectives of the Joint Public Issues Team and JPIT's work plan. This may include:
 - 1.1 Analysing aspects of public policy and implications of proposed policy changes
 - 1.2 Research and drafting work for particular projects or on behalf of other team members
 - 1.3 Representing the partner churches at internal and external meetings
 - 1.4 Project co-ordination and support
 - 1.5 Supporting and working alongside other members of the Team
 - 1.6 Engaging with theological and faith based reflection on justice issues
 - 1.7 Supporting the administration of meetings, projects, campaigns and events, including by setting up and operating systems, taking minutes, keeping records of contacts, and producing reports as required

2. Contribute to supporter engagement with the Joint Public Issues Team's work. This may include:
 - 2.1 Handling incoming requests and enquiries
 - 2.2 Contributing to campaigns and media work
 - 2.3 Delivering presentations and helping to facilitate workshops and training sessions
 - 2.4 Helping to organise and project manage events
 - 2.5 Supporting and delivering JPIT's work with youth and young adults
 - 2.6 Providing support to individual church groups and contacts in their engagement with MPs

3. Contribute to the communications work of the Joint Public Issues Team. This may include:

3.1. Supporting the running of JPIT's digital communications, including website, emails, newsletters, social media accounts, podcasts, and webinars.

3.2. Producing visual, written, and multi-media content, including reels, blogs, prayers and reflective material

3.3. Supporting the production of JPIT's podcasts

3.4. Contributing to podcasts and webinars, and undertaking speaking engagements

3.5. Analysing, evaluating and reporting on the impact of particular communications, events and resources

4. Support the further development of relationships between the three member churches, ecumenical counterparts and other bodies by:

4.1 Working with the Strategy and Policy Group, JPIT Team Leader and team members in accordance with the partnership agreement between the churches and JPIT's agreed priorities

4.2 Developing external relationships with government, parliamentary and NGO contacts, as appropriate

4.3 Acting at all times as part of a Team, which may involve undertaking work commissioned by another denomination other than the employing church

4.4. Any other duties, appropriate with the grade of the post, as requested by the JPIT Team Leader, other members of the Joint Public Issues Team and its Strategy and Policy Group.

The division of responsibilities between the two intern postholders will be kept under review through the duration of the internship and may be subject to change.

A DBS Check will be required for this role.

Development opportunities

This post offers a good career prospect for anyone seeking an entry into policy, charity communications or campaigning work. The Intern will gain the following skills, experience and opportunities:

- Insight into working in a busy public-facing team, and experience of using office and IT systems

<ul style="list-style-type: none"> • Learning about the policy areas worked on by the Joint Public Issues Team • An opportunity to use and develop oral and written communication skills • Experience of using a variety of online communication platforms including social media, podcasting and website management • Experience of team and project working • Playing a key role in specific projects • Experience of managing a busy and varied workload, including time management skills • Support in personal learning and development, including access to in-house induction, training and learning resources

Person Specification

A person specification is a profile of the ideal candidate for this job. The education, abilities, and personal qualities have been listed as either 'essential' or 'desirable'. If you do not have some (or any) of the 'desirable' characteristics, but still believe you would be a good fit for the role, then we would encourage you to still make an application.

	Essential	Desirable	Assessment Method
Education and Training			
A Level qualifications or equivalent	X		A, Q
Degree level qualification or equivalent experience in a relevant field		X	A, Q
Proven Abilities, Knowledge and Skills			
Proven ability to work collaboratively, as part of a small team	X		I, G
Proven ability to work independently, prioritising a range of varied tasks and meeting deadlines	X		A, I
Excellent written and oral communication skills	X		A, I, W
Experience of producing effective digital communications, e.g. content for social media, podcasts, web pages		X	A, I
Proficient in Microsoft Office skills, including Outlook, Word, Excel and PowerPoint and other applications such as Microsoft, 365, SharePoint, Teams and OneDrive.	X		A, I, W

Ability to research independently and critically engage with a range of subjects	X		A, W
Experience of involvement in social activism, campaigning or community organising		X	A, I
Ability to build relationships with and support volunteers, churches and groups in taking action on justice issues	X		G, I
Proven ability to communicate ideas about politics, public policy or social justice issues in an accessible and engaging way		X	A, W, P, I
Proven ability to reflect and write theologically and from a faith perspective on issues of justice and peace		X	A, W, P, I
Personal Qualities			
Demonstrates an understanding of and is supportive of the work and mission of the Joint Public Issues Team and its member church denominations	X		A, I
Demonstrable interest in one or multiple areas of justice and peace work	X		A, I
Academic or lived experience of one or more of the issues within the Joint Public Issues Team's work		X	A, I
Enthusiastic and willing to take on new challenges and benefit from development opportunities within the internship	X		A, I
A practising Christian*	X		A, I

* It is considered an Occupational Requirement for this role that the postholder should be a practising Christian.

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;

G – Group exercise; Q – Proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
Equal Opportunities:	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
Physical Conditions:	Office-based roles: For office-based roles, a hybrid working pattern may be possible, typically 3 days in the office (open plan office) and 2 days working remotely, in accordance with the team and organisation's needs.
Remuneration:	£26,936.00 per year
Hours of Work:	<p>5 days per week</p> <ul style="list-style-type: none"> • Standard hours: 9:00 am - 5:00 pm, Monday to Friday, with a one-hour lunch break. • A flexi-time scheme operates with core hours: 10:00 am – 12:00 pm and 2:00 pm – 4:00 pm. <p>Some flexibility in working hours may be required due to the nature of this post and the work of the Team. Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>
Holiday Entitlement:	<p>During the first to fourth years 25 days</p> <p>During the fifth to ninth years 28 days</p> <p>During the tenth and subsequent years 30 days</p> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>
Sick Pay:	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
Pension:	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.

Probationary Period:	The post holder will be subject to a six-month probationary period.
Season Ticket Loan:	Available following successful completion of the probationary period.