

## INTERNSHIP DESCRIPTION

### Communications Intern

Role:	Communications Intern
Responsible to:	Communications Manager
Based at:	Remote
Preferred term:	21 hours a week for 12 weeks
Start date:	Tuesday 17 November or as soon as possible after that
Remuneration:	£10.75 per hour

### About Genetic Alliance UK

Genetic Alliance UK is the national charity working to improve the lives of patients and families affected by all types of genetic, rare and undiagnosed conditions. We are a membership organisation made up of over 200 patient groups and we aim to upskill our members, bring knowledge and advice, and unify their voice around key policy issues that affect the patient community. We are experts in health policy and have a team of in-house academics who conduct psychosocial and economic research into the effects of living with genetic, rare and undiagnosed conditions. We also actively support research and innovation across the field of genetic medicine, and raise awareness within the wider public. We have two long-standing projects:

**Rare Disease UK** – a campaign that was established to push for the creation and implementation of the UK Strategy for Rare Diseases. Rare Disease UK is also the official organiser of the international health awareness campaign, Rare Disease Day, for the UK.

**SWAN UK (syndromes without a name)** - the only dedicated support network in the UK for families that have a child or young adult with an undiagnosed genetic condition.

Genetic Alliance UK

[contactus@geneticalliance.org.uk](mailto:contactus@geneticalliance.org.uk)  
[geneticalliance.org.uk](http://geneticalliance.org.uk)

Registered charity numbers: 1114195 and SC039299  
Registered company number: 05772999

## **What this internship offers:**

Our aim for this internship is to offer an exciting opportunity for an enthusiastic individual with a flair for communications to develop skills and gain demonstrable experience.

The role offers the chance to work across a range of outputs and subject areas, producing and editing interesting and dynamic content, visuals and copy for our website and social media channels. The communications intern will have the opportunity to contribute ideas on how we can improve and enhance our communications activities. This role will also give the opportunity to learn about genetic, rare and undiagnosed conditions and the policy and research work that Genetic Alliance UK carries out.

## **What the internship will involve:**

This is a central role within a small, creative, supportive and hard-working team and will have the opportunity to create communications from ideas to outputs. The communications intern will help to develop and schedule engaging, creative and accessible content across all our channels and monitor their impact.

The role will require a keen eye for detail to help maintain high quality, up-to-date and consistent communications for a range of audiences. This will involve proofreading, editing and reviewing existing and new content and visuals. The communications intern will work with colleagues across the Genetic Alliance UK team to support our communications activities including for Rare Disease UK and SWAN UK.

## **What we like our interns to have:**

- A degree or equivalent experience.
- Experience of communicating in a voluntary or paid capacity.
- A can-do attitude.
- Excellent communication skills, research and IT literacy.
- Experience of using social media.
- An organised approach to work with attention to detail.
- An enthusiasm for working as part of a team as well as using their own initiative.
- Commitment to the aims and objectives Genetic Alliance UK.

## **Application details:**

- Deadline for applications: Monday 26 October.
- Interview date: Thursday 5 November.
- Start date: Tuesday 17 November (or as soon as possible after this date).

Please email a CV and cover letter to: Miriam Ingram, Communications Manager – [miriam.ingram@geneticalliance.org.uk](mailto:miriam.ingram@geneticalliance.org.uk). Your cover letter should provide detail on why you are suitable for this internship and include examples of previous work, whenever possible. Please save your documents as Fullname.CV and Fullname.Coverletter and state your name and post applied for in the email subject line. Applications without cover letters will not be considered.

For more information, please visit [geneticalliance.org.uk](http://geneticalliance.org.uk).