

Job Description

Job Title	URC Youth Internship
Area/Department	Discipleship/Children's and Youth Work
Reporting to	Head of Children's & Youth Work
Direct Reports	None
Location	Home based
Travel	Occasional travel within the UK
Working Hours	8 -30 hours per month to be worked flexibly Some weekend and overnight stays required
Job Summary: To support the URC Youth in carrying out the work of the URC Youth Executive and provide support CYWC in engaging with URC Youth.	

Background: URC Children's and Youth Work policy and programmes are determined by the Children's and Youth Work Committee on behalf of the United Reformed Church's General Assembly

Principal responsibilities and duties

URC Youth Communications Support

1. Create and post material for URC Youth social media platforms as directed by URC Youth Exec (currently Facebook, Twitter, Instagram, YouTube).
2. Manage a diary/schedule for URC Youth communication.
3. Work to increase engagement with URC Youth comms for young people aged 11-25 with a connection to the URC.
4. Assist in production of press releases, written resources, proof reading and liaising with designer and printer (internal or external).
5. Assist in creation of materials to support events (bookings, programme material etc).
6. Create virtual library of images/photos available to be used to support URC Youth comms.
7. Keep internal basic financial records of subscriptions and expenses to enable monitoring of budget.
8. Be the first point of contact for the URC Youth comms dealing with enquiries using the agreed processes.

Children's and Youth Work Communications Support

1. Support the Children's and Youth Work Team and the Synod CYDOs and equivalents in communicating with URC Youth as required.

Other

1. Complete internal and external training in communication as directed.

