

Job Description – Intern

Job Title:	Intern
Salary:	£19,850 p.a., <i>pro rata</i>
Contract Term:	Full time, Six-months
Location:	Belfast city centre

Job details

Chambré is a strategic communications agency with a focus on government relations and public policy in Northern Ireland and Ireland. With over 20 years' experience delivering tangible successes for clients, our work is focused on providing insight, informing policy and mitigating political risk. We tailor clients' messages and build relationships, so good ideas are heard by the right audiences, and implemented.

We're offering a paid, full-time internship, lasting 6 months and we're looking for a graduate seeking to establish a career in public affairs. Through the internship, you'll gain exposure to politicians, civil servants, senior business people and charity executives. You'll learn and develop skills in policy analysis, strategic communications and event management.

This is an opportunity for the right person to take their first steps in the exciting world of politics, public policy and lobbying.

Closing date: 5:00pm, Wednesday, 19 July 2023

Application details: Applicants should send their up-to-date CV and cover letter to Dara@chambrepa.com. Cover letters should clearly outline how the applicant meets the requirements set out in this job description

Who we're Looking For

Experience and Qualifications

- Educated to degree level
- Excellent research, writing and communications skills
- Experience in a political or policy role desirable, but not essential. Academic study of current political or policy issues on the island of Ireland would be advantageous.

Personal Attributes

The successful candidate will:

- Be passionate about politics and current affairs
- Have a keen eye for detail
- Be comfortable giving presentations and attending networking events

- Be able to assimilate, analyse and summarise written material quickly
- Have a strong work ethic with ability to prioritise competing demands
- Be competent and confident in the use of social media, including Twitter and LinkedIn.
- Have good IT skills with experience of MS Office (Word, Outlook, Excel and PowerPoint).

About the Role

Public affairs

- Help to deliver proactive and reactive political engagement strategies and campaigns
- Build and maintain good relationships with political influencers, including politicians, party officers, civil servants, journalists and other relevant people.
- Produce minutes and action notes for clients.

Political intelligence

- Contribute to the production of high-quality, tailored political intelligence reports for our clients
- Identify emerging pieces of intelligence that are relevant to the business and our clients.

Internal Responsibilities

- Provide support to our research team
- Attend networking and information events on behalf of Chambré
- Contribute to Chambré blog and social media output.

Benefits

- Training and development opportunities available
- 20 days annual leave, plus usual public holidays in NI, *pro rata*
- Time off in lieu.

For further information, please contact Dara at dara@chambrepa.com or phone +44 (0)759 7029695