



JOB DESCRIPTION

Job Title:	Internal Communications Internship (Video Editing)
Department / Unit:	Marketing and Communications
Grade:	3
Accountable to:	Internal Communications Manager (Students)
<i>Under supervision, the main responsibilities of this post are to:</i>	
<ul style="list-style-type: none">• Assist with the sourcing, development and delivery of video projects• Create engaging video content for use across our channels, such as student and staff intranets and social media• Create, edit and script videos to a deadline• Monitor and flag trending video topics and styles for the Internal Communications team to use across platforms.	
<i>To be successful in this role, you will need the following skills:</i>	
<ul style="list-style-type: none">• The ability to meet deadlines• Experience in video production• Experience with Photoshop would be preferred but not essential• An interest in social media• The capacity to prioritise work• An excellent standard of written English, with good copywriting skills• An eye for detail• An interest in live video production• Willingness to take initiative and propose new ideas.	