



Digital Communications Intern – Public Affairs and Communications

Ref.: PAC0124

Location: London based hub - with hybrid working in the UK

Contents

An introduction to ODI.....	2
Job description	2
Application process	6
Terms of employment.....	6
Other information	6

ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI has around 200 staff, most of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

We lead thinking and agendas to deliver transformational change and bring about a global sense of resilient, just and equitable prosperity.

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our work

Our work addresses four key global challenges:

1. Shaping the future of global cooperation
2. Tackling the climate, environment and biodiversity crisis
3. Fostering a more equitable and sustainable global economic order
4. Advancing human rights, addressing conflict and promoting peace

Digitalization cuts across these global challenges and is also a key focus of our work. Across these themes, we explore the tools and approaches needed to enable progress and address risks.

Our values

ODI is guided by four core values. Together we are **fearless**, **inspirational**, **rigorous** and **ethical** (F.I.R.E) in all that we do.

F.I.R.E

ODI's Values-Behaviour Framework

Values

Fearless

Guiding Principles

We have the courage to take an independent perspective
We are not afraid to challenge the status quo
We are agile and prepared for change
We speak out against injustice and unacceptable behaviour

Inspirational

We are passionate about our mission and purpose
We are truly international, working in partnership to tackle issues of global and local concern
We strive for excellence and to be the best at what we do
We aim to be a positive influence for change

Rigorous

We are experts in our field
We are socially and culturally aware
We ensure high quality analysis and evidence that is robust
We facilitate the transformation of ideas to policy

Ethical

We act in accordance with our Codes of Conduct
We are zealous in our safeguarding & ethical research practices
We abide by our written rules on business ethics
We believe in transparency, openness, honesty, fairness and integrity in everything we do

Attitudes & Behaviours

- We are passionate about our mission and work as one to achieve our purpose;
- We are committed to being the best, striving for quality and excellence in everything we do;
- We work strategically and in partnership to deliver shared goals;
- We are wholehearted in working to our stated values, codes of ethics & conduct;
- We take care to work within the boundaries set by the legislature, funders, regulators and professional bodies;
- We respect and celebrate the diversity of the places and cultures in which we operate;
- We strive to be inclusive and are active in promoting a supportive work environment;
- We are proud to work for ODI, promoting the good reputation and image of the organisation, wherever we may be in the world.

Job description

Job title	Digital Communications Intern
Contract duration	Six months
Salary	London Living Wage £23,933 per annum
Department	Public Affairs and Communications
Location	London-based hub, with hybrid working in the UK
Line reports to	Digital Content and Engagement Manager

About this role

Interning in ODI's Public Affairs and Communications (PAC) department, the Digital Communications Intern will support and learn from the digital team with producing and marketing content for ODI's core digital channels – spanning the website, social media and newsletters.

The internship presents a fantastic opportunity to get experience of working on different aspects of digital communications, with a particular focus on writing and dissemination.

Tasks learned will include drafting social media posts, helping to produce digital assets, compiling newsletter content, proofreading, and identifying opportunities for content development and promotion. Providing day-to-day support for the digital team, you will also gain hands-on experience of the ODI website's Content Management System, among other products.

You will have a demonstrable interest in both digital communications, particularly content creation, and global affairs, and use your skills to help deepen the online engagement and reach of ODI's work.

Key responsibilities to learn and shadow will include:

- Helping to compile content and draft copy for ODI's weekly newsletter.
- Supporting with the production and digital marketing of ODI's fortnightly Think Change podcast – including by proofing transcripts, identifying teaser clips and drafting social media promotion toolkits.
- Drafting social media posts, both for ODI and staff channels (as required).
- Sourcing photos and coordinating the production of digital assets.
- Horizon scanning of external events and news stories, and helping to populate a social media promotion calendar.
- Helping to manage and grow the LinkedIn page for Tandem, ODI's Global Executive Leadership Programme, including by community management, sourcing content to promote and drafting posts.
- Proofreading and uploading content to the ODI and Tandem websites.
- Supporting with compiling data for analytics reports (as required), which assess the performance of ODI and Tandem's digital content and channels.
- Supporting with internal communications – including updating the PAC/Digital team's Sharepoint page, and sending team updates for internal newsletters.
- Supporting the Digital and wider PAC team with other tasks, as needed.

About you

- Excellent writing and proofreading skills – you'll have a knack for distilling complex information and ideas into clear and engaging copy.
- Strong attention to detail.
- Demonstrable interest in digital communications and content creation – including for websites, social media or newsletters.
- Experience in creating content for social media channels, particularly LinkedIn and X.
- Experience in using Adobe products (Photoshop, Illustrator) or other design tools would be a bonus.
- Excellent organisational and project management skills.
- A motivated and creative self-starter, who shows initiative in supporting on tasks and sharing ideas.
- Demonstrable interest in global affairs.
- Ability to collaborate collegially with members of the wider PAC team, Tandem team and researchers.

Application process

ODI job site: <https://odi.org/en/careers/>

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI hub is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £23,933 per annum on ODI's pay structure.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Fixed-term

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period.

Other information

ODI hub is based at: 203 Blackfriars Road, London, SE1 8NJ.

The hub is close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. Central location with good transport connections to all parts of London.

ODI hub is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



ODI is an equal opportunities employer.

The ODI is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.