



Royal African Society

Patron: H.R.H. The Duke of Cambridge
Chair: Zeinab Badawi

Organisation	The Royal African Society
Job Title	Events and Marketing Intern (voluntary role)
Internship length	1 st April 2021 – 31st June 2021 (3 months)
Hours	2 days per week, occasionally including evening hours for events.
Location	Remote working, with potential for onsite working at the Royal African Society offices in Russell Square (TBC)
Reporting to	Corporate & Public Events Manager & Digital Communications Manager
Status	Voluntary role, travel and lunch expenses paid
Closing date	Friday, 5 th March 2021, 5PM

About the RAS

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally. Click on the following links to learn more about [who we are](#) and [what we do](#).

This is a very exciting time to join the Royal African Society as 2021 marks our 120th anniversary. We want to leverage the opportunity to raise our profile, embark on a membership recruitment drive, increase donations, celebrate our recent achievements, and tell the story of our journey - from where we started in 1901 to where we are now and, most importantly, where we are headed.

As part of our anniversary celebrations, we are also planning a series of high-profile events, including our biennial *Africa Writes* festival and a major conference on 'Climate, Conflict and Demography in Africa' ahead of COP26 in November 2021. We will also undertake a rebrand for both the Society and *African Affairs*, our quarterly top-rated African Studies journal.

About the Role

We are seeking an enthusiastic, responsible and motivated individual to support the work of the Society for two days per week for a period of 3 months.

The Events and Communications intern will work with the Digital Communications Manager and Corporate and Public Events Manager to promote exciting high-profile events, campaigns and key messages as part of the Society's 120th celebrations.

This is a great opportunity for someone who wants to gain experience working in events and digital communications as part of a dedicated and supportive team.



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Main Tasks & Responsibilities

Corporate and Public Events:

- Assist with the research, planning and delivery of online and in-venue events.
- Assist with Zoom webinars and Facebook livestreamed events.
- Assist in identifying and securing event speakers and special guests.
- Provide general administrative and logistical support for Corporate and Public Events Manger with public and business events including set up, production and guest liaison.

Communications & PR:

- Assist the Digital Communications Manager in the delivery of the digital and content marketing and communications across the organisation.
- Assist with the promotion of public events via social media, Mailchimp and the website.
- Database entry and coordination using the Salesforce CRM system.
- Assist with the collection of audience data through all our channels, including mailing list sign-ups and event registrations via Eventbrite and Zoom.

Software you will learn and use: Microsoft Office products (Word, Excel, Powerpoint) and online tools (Zoom, Eventbrite, Facebook livestream, Mailchimp, Salesforce)

Person Specification

The successful applicant for this role will have the following skills, attributes and experience:

Experience

Experience working in events and marketing within the charity/cultural sector	E
Experience using a range of social media platforms, Wordpress and Mailchimp	D

Skills and abilities

Ability to process technical information and strong attention to detail.	E
Excellent communication and organisational skills	E
Proficient standard IT skills (Word, Excel, Powerpoint, etc)	E
Responsible independence: can use own initiative, but knows when to seek advice	E
Ability to use Adobe Photoshop or equivalent	D

Personal qualities and attributes

Ability to remain calm under pressure	E
Ability to be flexible and respond to changing priorities	E
Knowledge of and interest in contemporary African affairs, arts and culture	E
Commitment to the vision, mission and values of the Royal African Society	D



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Application Process & Key Dates

To apply, **please send your latest CV and a covering letter (500 words max)** explaining why you think you would be suitable for the role based on the criteria outlined above to:

Hoda Dahir
Corporate & Public Events Manager
E: ras_events@soas.ac.uk

Deadline: Friday, 5th March 2021, 5PM GMT.

Interviews: interviews will take place **via Zoom on Thursday, 11 and Friday, 12 March 2021.**

Start date: w/c Monday, 5th April 2021 or as soon as possible thereafter.

- **Candidates should have the right to live and work in the UK.** Regrettably, a small charity, we are not able to sponsor volunteering or work visas for international applicants.
- Due to the large number of applications, we usually receive, **we will only be contacting shortlisted applicants, and will not be able to provide individual feedback on unsuccessful applicants.**
- We welcome applications from all backgrounds and communities and particularly **encourage applicants from a BAME background.**