

## Social Enterprise World Forum (SEWF) is hiring!



**Role:** Communications Intern

**Start date:** Early September 2023 (w/c 11 September at the latest).

**Location:** Remote / home-based with some travel required for SEWF's annual flagship forum, which is being held in Amsterdam in 2023 (SEWF23 Week: 9-13 October). To be eligible you must be based in Europe and have the right to live and work where you are based.

**Contract:** Paid 6-month internship at the living wage where the applicant is based. Part-time (21 hours / 3 days per week with increased hours during SEWF23 Week). Working hours to be arranged with the SEWF Communications Manager. Some long days will be required during events with time off in lieu.

**Remuneration:** £12-14 per hour. The successful candidate must have the right to live and work where they are based and will be responsible for their tax and any other legal obligations.

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### Organisation description

SEWF is a non-profit social enterprise that is at the forefront of a global movement to co-create a fairer and more sustainable economy that enables all people to thrive within the means of our living planet. Our priority activities include events to build capacity, capability and connectivity of social enterprises around the world; policy, including research and resource development, to influence policies supportive of social enterprise and to strengthen local ecosystems; social procurement to support its growth globally, working with corporates, government and social enterprises; and SEWF Verification to provide social enterprises with credible certification and opportunities.

In 2023, SEWF is working with Amsterdam Impact and Social Enterprise NL (Amsterdam, Netherlands) as Co-hosts to deliver our programme of events throughout the year. The events include virtual-only events (held in March and May) and a hybrid event that will combine an in-person gathering in Amsterdam in October with digital content and a network of Community Hubs around the world.

SEWF was founded in 2008 and is registered as a Community Interest Company in Scotland. We have a virtual office with senior team members based in Scotland and Spain. SEWF is a family friendly organisation that embraces flexible working practices.

For more information, please visit <https://sewfonline.com/>

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### Role description

The Communications Intern is a role in SEWF's small but expanding team. The position is an opportunity for the applicant to gain communications and events experience within a global organisation, while also contributing towards the growth of the global social enterprise movement.

The ideal candidate should have a passion for amplifying SEWF's impact and legacy. They will assist the Communications Manager in implementing SEWF's communication goals including supporting social media management, online campaigns and newsletter creation. The candidate should be a creative thinker and be able to work independently yet collaboratively in a fast-paced environment within communications.

### **Main responsibilities/activities**

- Support the SEWF Communications Manager to manage SEWF's online community growth, create social media content and increase online engagement not only across events but for all SEWF projects and programmes.
- Work closely with the communication teams of the 2023 Co-hosts (Amsterdam Impact and Social Enterprise NL) and other partners during SEWF23 week (9-13 October) in Amsterdam.
- Support with SEWF newsletters, blogs and event report.
- Assist with updates to the SEWF website.

### **Experience/skills required**

- Fluent in English [essential]
- Strong communication skills (written, verbal) [essential]
- Ability to manage own workload and work independently and remotely [essential]
- Familiarity with design software (e.g. Canva) [essential]
- Ability to create social media content including captions [essential]
- Demonstrated ability to think creatively and commercially [essential]
- Previous experience in a similar role or educational field of study, such as communications or journalism [essential]
- Attention to detail [essential]
- Copywriting, proofreading and SEO knowledge [essential]
- Proficiency in MS Office and customer/content management systems (Hootsuite, Mailchimp, Notion, WordPress, etc.) [essential]
- Team player and collaborative mindset [essential]
- Willingness to work some flexible hours before and during events [essential]
- Interest in social enterprise [essential]
- Previous experience building online membership and/or online communities [desirable]
- Design experience such as video and graphic editing [desirable]

### **Application process**

Apply online here: <https://airtable.com/appWmMPweWoqsCHM4/shrDhOkm1W7QWsidl>

Generic cover letters and CVs that do not relate candidate experience to the role will be discarded. Individual applicants only. No agencies.

**Deadline:** 18 August, 12:00 CEST

Interviews will be held on ZOOM in the morning, between 28 -29 August 2023.