



Royal African Society

Job Title	Events and Communications Intern (voluntary role)
Internship length	w/c 19 November 2018 – w/c 11 February 2019 (3 months)
Hours	2 days per week, occasionally including evening hours at events
Location	The Royal African Society, 36 Gordon Square, London WC1H 0PD
Reporting to	Corporate & Public Events Manager, APPG, African Arguments Editor
Status	Voluntary role, travel and lunch expenses paid
Closing date	Thursday 8 November, 5pm

About the RAS

The Royal African Society 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.

Based at SOAS at the University of London, our network brings together all the Africa constituencies. We co-ordinate the All Party Parliamentary Group (AAPPG) for Africa and publish African Affairs, the world's leading African Studies journal, in collaboration with Oxford University Press. We run African Arguments, an online political analysis blog and also organize two major annual cultural festivals, Africa Writes and Film Africa. Each year, we host a high profile speaker for our Annual Lecture.

Royal African Society Events and Communications Intern

We are seeking an enthusiastic, responsible and motivated individual to support the work of the organisation for 2 days per week for a period of 3 months. This internship will be working across the RAS programme areas of events, business and communications. The successful candidate will be based at the RAS offices (36 Gordon Square).

The RAS organizes over 50 events and meetings a year, many of them held at SOAS, to promote discussion about Africa – its history, politics, culture, problems and potential. With leading Africans and expert Africanists as speakers, these meetings cover a wide variety of topics and formats, including panel discussions, talks and debates, round tables, book launches, conferences, as well as our annual cultural festivals and business programme events

Main duties and Responsibilities

1. **Events:** to assist the Corporate & Public Events Manager with the organisation and logistics of meetings and events.
2. **Communications:** to assist with general information emails sent to the RAS, as well as contribute to the overall RAS communications output, as stated below.
3. **Engagement:** to support with individual membership engagement & recruitment, as well as with the APPG for Africa
4. **Research:** to assist with transcription of interviews and any other research tasks required by the Project Coordinator, African Arguments Editor, or other staff members.



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5. **Administration:** To assist the Administrative & Membership Managers with general administrative work, including photocopying, filing, envelope filling, typing correspondence, reports and any other administrative tasks, as requested.
6. **Professionalism / Confidentiality:** to maintain an organised and professional working environment, ensuring confidentiality at all times.

Events

Provide general administrative logistical support for RAS general and business events including set up, book sales, social media coverage, guest liaison, audio recording and evaluation.

Communications

Delivering RAS social media communication relating to events.

Assisting with the promotion of events through weekly newsletters on Mailchimp and on social media

Database entry and coordination using the Salesforce CRM system.

Software you will learn and use: Microsoft Office products (Word, Excel, Powerpoint) and online tools (Mailchimp, social media platforms, Salesforce)

Person specification

We are looking for an energetic, organised and enthusiastic individual with the ability to work independently and as part of a small team, the successful applicant for the role will be a graduate with the following skills, experience and qualities:

- Good organisational skills
- Good communication and inter-personal skills
- Good knowledge of African issues and the international politics of Africa
- Ability to take initiative when required
- A keen eye for detail
- Experience of hospitality or customer service
- Knowledge of and enthusiasm for using social media

To Apply

Please send your CV with a covering letter outlining why you think you are suitable for this position to Caitlin Pearson at caitlin.pearson@soas.ac.uk **by 5pm on Thursday 8 November.**

The covering letter should not be more than 500 words long and should demonstrate with reference to the Person Specification your suitability for the job using examples of any relevant skills and experience.

Please include your availability and details of any work or study you are currently involved in.

Interviews will be held on Tuesday 13 November at 36 Gordon Square, and the internship begins on the week commencing 19 November 2018. It will not be possible to write to you should you not be short-listed due to the high number of applications we receive.