

# Job Description: Community Engagement Internship

**Based: Remote, with occasional travel to London**

**Part-time: 18 hours p/w. Fixed term: three months, with potential to extend. Paid hourly minimum wage.**

Are you a community builder and networker? Are you passionate about equality, diversity, and inclusion in health? Egality is looking for a Community Engagement Intern who can build our network of community organisations that represent diverse ethnic communities, disabled people and the LGBTQIA+ community in the UK.

[Egality](#) is a community engagement agency, addressing health inequalities by improving inclusion in research. With our network of community organisations, we connect the groups most impacted by health inequalities with the health and life sciences sector. Together, we collaborate to share new insights, establish new ways of working, and deliver creative campaigns and strategies.

Egality is a start-up, and this is an opportunity to be an integral part of a growing company. We're looking for someone with creative ideas on how to build our network, and a commitment to addressing health inequalities, through improving diversity in research.

## The role

The postholder will play a key role by:

### Building our community

- Developing and maintaining meaningful partnerships:
  - contacting community organisations to build Egality's network of diverse communities, including diverse ethnic communities, LGBTQIA+, and disability advocacy groups
- Developing the infrastructure of the community network, including:
  - Building and maintaining a database of community organisations
  - Developing communications, such as newsletters, social media posts, and spotlighting the work of community organisations
  - Sharing training opportunities, and fostering a peer support network
- Facilitating meetings and focus groups to understand the priorities of new organisations

### Supporting collaborative projects

- Supporting new and existing collaborative projects with community organisations and the life sciences sector
- Performing administrative duties, including arranging and attending meetings, taking meeting notes and corresponding with stakeholders

### Growing our social media

- Building and maintaining our social media presence, e.g., Facebook, Instagram, Twitter, LinkedIn
- Daily scoping for news and current affairs relevant to the ED&I healthcare landscape
- Creating visual content for social media channels using platforms such as Canva
- Copywriting, i.e., developing short-form and long-form content for social media channels
- Tracking and measuring Egality's social media performance through analytics (or willingness to learn on-the-job)

- Skills to set-up a TikTok channel (desirable, not essential)

### Required skills

The postholder will require:

### Essential skills

- Completed A-levels or equivalent college qualification
- Excellent communication skills (oral and written)
- Experience developing content for social media
- Experience in leading or supporting campaigns on social media
- Experience in project administration
- Experience developing static creatives (e.g., using Canva)
- Can work independently, but also a team player
- Proactive, keen to take initiative, and a self-starter

### Desired skills

- Experience in community and/or public engagement
- Experience working with community organisations and the third sector
- Understanding of issues around equality, diversity, and inclusion
- Knowledge of UK health research and life sciences sector
- Knowledge of social media analytics

The applicants will be expected to have at least one reference from a previous employer

### What we offer

Working with us means

- Flexible working hours
- Flexible working location
- Start-up mentality with lots of opportunities to develop
- Friendly and supportive team

Equality, diversity, and inclusion is at the heart of Egality's work. We encourage applications from underrepresented groups including people from diverse ethnic communities, LGBTQIA+ communities, and disabled people.

If you'd like to have an informal discussion about the role, or have any questions on the hours, day rate, and fixed period of the contract, please don't hesitate to get in contact.

To apply, please send a cover letter and updated CV to: [annette@egality.health](mailto:annette@egality.health)

For any questions about this role, please email: [annette@egality.health](mailto:annette@egality.health)

**Deadline: 18.00 on Friday 7<sup>th</sup> July 2023.**