### **CANCER FOCUS NORTHERN IRELAND**

###

# JOB DESCRIPTION

**Job Title: Internship - Schools and Young People- Information Communication Technology / Administration / Schools**

**Responsible To:** Programme Coordinator, Schools and Young People

**Location:** 40-44 Eglantine Ave, Belfast, BT9 6DX (supporting schools in home area)

**Duration:** 46 weeks

**Bursary:** £5,000 pa plus travel costs

**Start date**: 2nd September 2019 (or as soon as possible after this date)

**Applications:** CV and cover letter toeileendonnelly@cancerfocusni.org

**Application Deadline:** 5pm Monday 26th August 2019

**Main responsibilities:**

To provide administrative support with particular reference to ICT, social media and marketing. To support the delivery of a range of cancer prevention programmes in schools and regional colleges. Successful applicants will work as part of a wider team with a comprehensive induction programme and support available throughout the placement.

 **Generic duties**

* Maintain the databases of schools and colleges and develop to enable projections
* Contribute to preparation of press releases and other forms of social media
* Support development of monitoring and evaluation strategies using a range of approaches
* Manage and update shared folders and section handbook
* Website maintenance (training provided)
* Regularly check the schools email account and respond to emails from schools
* Communicate regularly with established contacts through visits, phone, email as required
* Assist with monitoring and evaluation of section work
* Support mail drops to schools
* Prioritise workload to cater for schools in areas of social deprivation
* Assist with the delivery of cancer prevention programmes in Schools and Regional Colleges
* Adhere to Cancer Focus NI policies and procedures including social media, safe guarding, receiving donations, health & safety. etc.
* Liaise with other Cancer Focus NI departments as required
* Conduct a research project of own interest and needs of the organisation
* Any other duties as determined by Line Management

Successful candidates must **hold a full current driving licence and have access to the use of a car** or other appropriate form of transport to carry out the duties of the post.

**Previous experience of working with young people would be an advantage**