

## **Summer Intern - Content**

Join Unifrog as a Content Intern this summer and help us to level the destinations playing field for all students.

### **The role and your key responsibilities**

As Content Intern, a core element of your role is to assist the content team in creating and editing new content for students aged 11-18. Unifrog publishes both videos and written content on a variety of topics for students including: applying for university in the UK and overseas, preparing for college or work, and taking care of your wellbeing. All new content needs to be well researched using appropriate, reliable sources, and written to a high standard. Some content requires interviewing students and employers via video or telephone call, and writing up transcriptions.

Your key responsibilities will include:

- **Written content**
  - Create new written content that meets the requirements of our House Style, our Know-how library handbook, and the project you are working on.
  - Undertake careful and thorough research using reliable sources.
  - Proof-read your own content before sending it to be checked and edited.
  - Use the editor's feedback to improve your writing.
- **Video content**
  - Film video content suitable for the project you are working on using guidance from the Content Team and the Know-how library handbook.
- **Ad-hoc tasks**
  - Support the Content Team where needed.

### **Essential skills and characteristics**

- Strong writing skills:
  - All the writing on our platform must fit our House Style. It should be concise, engaging, and as useful as possible for our readers. To this end you need to be strong at planning and writing your own pieces from scratch.

- Keen attention to detail.
- Strong research skills:
  - We present ourselves as experts in the education field so your writing must be well researched using reliable sources.
- Ability to work methodically and reflectively:
  - Writing guides for students is a big job, so you need to be able to organise your time to make sure your work is complete by the deadline. You will also need to engage effectively with constructive feedback to improve your current and future writing.
- An interest in education, careers, and development.
- Confident working independently but happy to ask for support when it's needed.
- Proactive attitude and willingness to get stuck in. You need to be excited about going beyond the core responsibilities to improve what we do and make it a success.

## Working together

You'll mainly work alongside Unifrog's Content Team. Different projects may also involve you working with staff on our marketing, university facing, and school-facing teams, as well as with external bodies where necessary.

## Key details

- Start and end date: flexible based on availability, starting anytime from May and finishing mid-September at the latest.
- £11 per hour, ideally a minimum of 100 hours per month.
- Work remotely or (subject to Government guidelines) in our London office.

## Application process

- Deadline: **Monday 3<sup>rd</sup> May 2021**.
- To apply, please [visit our website](#) to answer the questions below:
  - i. 'Why do you want to complete an internship at Unifrog?' (200 words)

- ii. 'With reference to the role description and the essential skills & characteristics, what makes you an excellent candidate for this internship?' (200 words)

### **Inclusion and diversity at Unifrog**

Within the company we try to foster a culture of innovation, and a happy working environment, both because this is the right thing to do, and because we think this results in the most effective team. To this end we believe in open communication, celebrating successes, supporting each other, not being afraid to be wrong or to fail, and promoting good ideas wherever they come from. We also believe in the power of diversity in all its forms, including in terms of culture, education history, religion, age, socio-economic background, race, gender, sexual orientation, personality, life experiences and disability. We want to encourage applicants from every different background to apply for our roles, and add their perspectives to our team.