



British  
High Commission  
Accra

## INTERNSHIP – COMMUNICATIONS TEAM

<b>Start Date:</b>	01 October 2024
<b>Length of Contract:</b>	1 year
<b>Main Purpose of Job:</b>	Provide agile and skilled support to the Communications Team. This role will be essential to delivering the British High Commission's objectives.
<b>Roles and Responsibilities:</b>	<p>Research, plan and support public diplomacy activities organised by the British High Commission. This might include photographing events and covering these on our social media platforms, liaising with media houses to ensure that media attend and cover British High Commission events.</p> <p>Assist in managing and growing the British High Commission's official social media accounts.</p> <p>Keep abreast of breaking news stories relating to the UK-Ghana partnership and appropriately respond to emerging stories, and circulate stories within the mission through a daily news summary.</p> <p>Support in the day-to-day (administrative) running of the Communications Team and to support colleagues across the wider team to deliver business-critical pieces of work.</p>
<b>Behaviours:</b>	Delivering at Pace Seeing the Big Picture Working Together Managing a Quality Service
<b>Language requirements:</b>	Language: English  Level of language required: Advanced level proficiency in English Language (ability to understand, write and speak English language without any difficulty)

## Other Skills/Experience/Qualifications:

**Essential on arrival:** A final year student from a recognised tertiary institution.  
Excellent command of English, oral and written communication.  
Photography skills with a camera or mobile phone.  
Analytical skills.  
Ability to work in a fast-paced environment.

**Desirable:** Some experience using editing or graphic design software.  
Ability to work autonomously.  
Good working knowledge and demonstrable interest in Ghana's media landscape.  
Good working knowledge and demonstrable interest in key and emerging social media channels such as Instagram, Facebook, Twitter and TikTok.

**Learning and Development:** You will be given the opportunity to take part in a range of learning and development opportunities, these will include:

Online e-learning, on-the-job learning, job shadowing and mentoring;

Attend learning and development courses held at the British High Commission such as workshops and conferences;

Use digital monitoring and evaluation tools;

Use video editing software;

Use graphic design software.

*To apply for this, kindly send an email to [Recruitment.Accra@fcdo.gov.uk](mailto:Recruitment.Accra@fcdo.gov.uk), stating in the subject "COMMUNICATIONS TEAM" attaching your CV, and a cover letter of not more than 300 words, answering the questions below:*

***Why are you applying for this job? What do you intend to gain from working at the British High Commission, and what will you bring to the table?***

<b>APPLICATION DEADLINE:</b>	<b>05 MAY 2024, 23:59GMT (ALL APPLICATIONS RECEIVED AFTER THE SAID DATE WILL NOT BE CONSIDERED)</b>
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