

## **Role Description and Person Specification**

### **Intern – Communications, web-management & events**

#### ***Overview***

We are currently seeking an intern to work with us on a varied series of projects, between April-August 2020.

The intern will have the opportunity to become a key part of our team. Much of the work will be related to our Good Life, Good Death, Good Grief (GLGDGG) initiative, which is focused on enabling communities and individuals to support each other through the hard times that can come with death, dying and bereavement.

There is a strong communications strand to the role, including web management, social media and creation of e-bulletins. The role will also include some event-management, report-writing and administrative responsibilities.

We are keen to accept applications from people from all backgrounds. If our work appeals to you, you have relevant skills and interests, and would welcome the opportunity to put your skills, enthusiasms and ideas to practical use working within a small, supportive team, we'd be pleased to hear from you.

#### ***What does this opportunity offer?***

This internship offers the opportunity to work within a small, supportive team and gain practical experience:

- undertaking routine communications activities for the organisation
- report-writing
- supporting a national awareness week
- contributing to social media activities
- working with a range of organisations across the third sector, public sector, NHS and the Arts.
- administering websites
- managing events

Depending on individual interests and strengths, there are also opportunities to put into practice film-making and photographic skills, and liaise with the press.

#### ***What are the responsibilities of this role?***

The role will be flexible to meet the evolving needs and priorities of SPPC, and is likely to include:

- Updating websites ([www.goodlifedeathgrief.org.uk](http://www.goodlifedeathgrief.org.uk); [www.palliativecarescotland.org.uk](http://www.palliativecarescotland.org.uk); [www.toabsentfriends.org.uk](http://www.toabsentfriends.org.uk); [www.deathonthefringe.org](http://www.deathonthefringe.org))
- Drafting monthly newsletters for GLGDGG and SPPC.
- Supporting @LifeDeathGrief and @DeathOnFringe to maintain an active social media presence
- Liaising with Good Death Week participants, collating information, responding to and passing on queries as appropriate.
- Drafting a report summarising activity that took place during Good Death Week.
- Helping to organise events.
- Setting up and publicise a small grants scheme for the To Absent Friends festival in November.
- Providing administrative support.

## **Support and Supervision**

The role reports to and is supervised by the Director of Good Life, Good Death, Good Grief. Support is provided by the Director of GLGDGG and also by the CEO and the rest of the team (8 people including this post).

## Person Specification

<b>Role Dimension</b>	<b>Essential Requirements</b> – without these factors it would be difficult to make a success of this role	<b>Desirable factors</b> – a broad range of factors will be helpful in this role, but no-one is likely to have them all
<b>Education</b>	Highers or equivalent vocational qualification.	Degree or post grad qualification.
<b>Experience</b>	Some experience of producing high quality written work.	Experience of producing written content for publication.
<b>Knowledge</b>	Knowledge of one or more of the areas listed to the right.	Communications, film-making, social media, arts administration, website management, administration, events management.
<b>Problem Solving</b>	Able to reflect, analyse and seek solutions to problems.	Able to suggest solutions to problems.
<b>Planning &amp; Initiative</b>	Well organised with good attention to detail. Able to prioritise effectively, work to agreed timescales and seek support when needed.	An interest in developing the role and adding value through personal strengths and new ideas.
<b>Communication</b>	Excellent written communication skills, good verbal communication skills and a pleasant telephone manner.	The flexibility to write in different styles appropriate to a diversity of audiences and communications channels.
<b>Contacts &amp; Representation</b>	Able to maintain SPPC's reputation for kindness and efficiency effectively over telephone, email, websites and social media.	Able to engage new individuals in the SPPC's work.
<b>Practical</b>	ICT proficient and able to self-support administratively. Able to quickly learn new skills and processes.	Knowledge and experience of social media and website publishing.
<b>Personal Qualities</b>	Flexible approach and good interpersonal skills.	

## Background Information

### ***About the Scottish Partnership for Palliative Care***

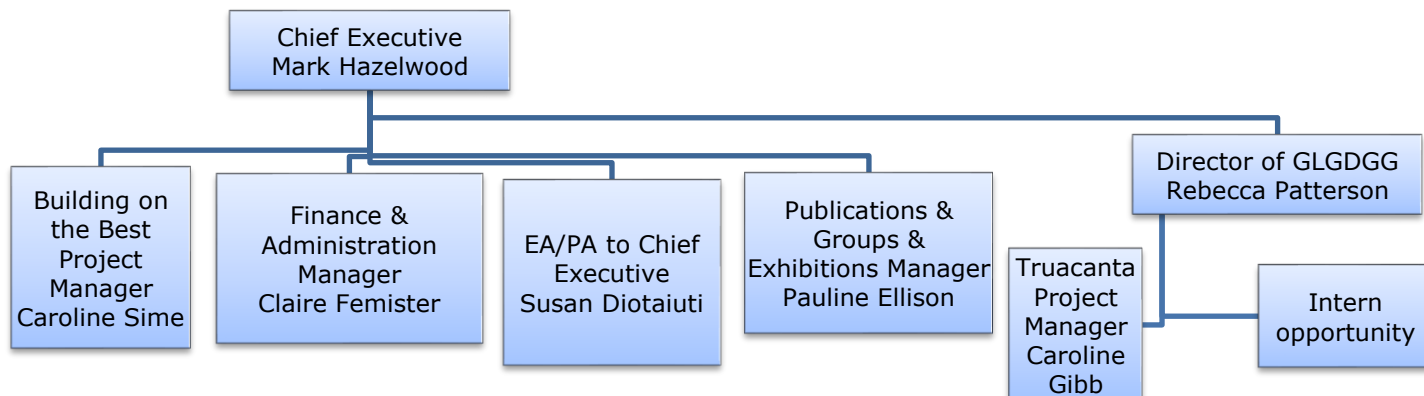
The Scottish Partnership for Palliative Care (SPPC) is a small Scottish charity. We bring together health and social care professionals from hospitals, social care services, primary care, hospices and other charities, to find ways of improving people's experiences of declining health, death, dying and bereavement. We also work to enable communities and individuals to support each other through the hard times which can come with death, dying and bereavement.

Sometimes our field is described as "palliative care" but depending on what people understand by this term, this language can cause confusion. One way of thinking about "palliative care" is to talk in terms of providing "good care" to people whose health is in irreversible decline or whose lives are coming to an inevitable close. However, the work of the SPPC is not synonymous with death – it is about life, about the care of someone who is alive, someone who still has hours, days, months, or years remaining in their life, and about optimising wellbeing in those circumstances.

SPPC was founded 30 years ago and has grown to be a collaboration of over 50 organisations involved in providing care towards the end of life. SPPC's membership includes all the territorial NHS Boards, most of the hospices, a range of professional associations, many national charities, local authorities, social care providers and universities.

SPPC currently has 8 employees. We are a friendly and fairly informal team. We do serious and important work, but it can also be rewarding and enjoyable.

More information about some of the different elements of the SPPC's work is available here: <https://www.palliativecarescotland.org.uk/content/our-work/>



## ***About Good Life, Good Death, Good Grief***

Good Life, Good Death, Good Grief (GLGDGG) is an initiative by SPPC. GLGDGG brings together people and organisations that are interested in improving people's experiences of death, dying and bereavement in Scotland.

We are particularly focused on enabling communities and individuals to support each other through the hard times that can come with death, dying and bereavement.

We believe it is important to be prepared for illness and death – there are some practical steps that everyone can take to increase their chances of receiving the support they'd hope for towards the end of life.

Work initiated by the SPPC as part of GLGDGG includes:

- **Good Death Week:** taking place in May each year, Good Death Week gives individuals and organisations the opportunity to promote the positives of living in a society where people can be open about dying, death and bereavement.
- **Death on the Fringe:** a series of shows and events looking at death and dying which takes place during the Edinburgh Festival Fringe each year – a festival within a festival.
- **End of Life Aid Skills for Everyone:** currently under development, EASE is a public education course for anyone who wants to be able to support someone with issues they face relating to death, dying and bereavement.
- **To Absent Friends:** A people's festival of storytelling and remembrance, To Absent Friends takes place across Scotland from 1-7 November each year.

More information is available at:

<https://www.palliativecarescotland.org.uk/content/good-life-good-death-good-grief/>

## ***Practical Matters***

The post is based at SPPC's offices which are in central Edinburgh, close to Haymarket Station. Unfortunately our office is up 2 flights of stairs and so may not be accessible to people with mobility difficulties.

The internship opportunity is for 35 hours per week for four months, starting in mid-April 2020 and running to mid-August 2020. The pay is £9.30 per hour.

## ***Application process***

SPPC recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage applications from people of all backgrounds.

**Please email:**

- Your CV
- A covering letter explaining:
  - o why you would like to work as an intern for SPPC.
  - o what you'd like to gain from the experience.
  - o what you would bring to the team.
  - o how you meet the person specification criteria.

Please email these to: [susan@palliativecarescotland.org.uk](mailto:susan@palliativecarescotland.org.uk) by midnight on Monday 9<sup>th</sup> March.

Interviews will be held in Edinburgh on Tuesday 24<sup>th</sup> March 2020. We will email you on or before 17<sup>th</sup> March 2020 to let you know whether or not you have been shortlisted for interview.

If you have any questions, or there are any aspects that you'd like to discuss, please call Rebecca Patterson on 0131 272 2735.