

## Job description

Job title:	Reading Partners Intern
Location:	Based at our office in Free Word, 60 Farringdon Rd
Hours:	Part-time –20 to 25 hour per week
Timescale:	6 months
Salary:	This is an unpaid position. We are able to pay up to £50 expenses per week for travel and subsistence
Reporting to:	Senior Project Manager

### **Organisational context:**

- It is important that everyone works creatively and collaboratively with a range of colleagues, including fellow team members, all members of the core team including communications managers, marketing manager, database and finance managers and groupthing editor.
- To work with others to ensure that The Reading Agency's work remains cutting edge

### **Purpose of the post:**

- To support our publisher partnership – Reading Partners
- To enhance your skills and contribute to an area of work which has both commercial and public sector partners.
- To observe different aspects of our organisation internally, and to observe or be part of, external projects.

### **Responsibilities and tasks:**

- Publishing and deleting rolling calendar entries
- Processing author offers on survey monkey – collating bids
- Processing evaluation forms – collating data and inputting data into recent activity grid
- Admin support for roadshows – Photocopying, preparing packs, liaising with venue, catering etc
- Work closely with Project Manager – Promotions and Sales and provide publisher promotion support
- Dealing with sign up and dispatch queries
- Marketing support - Chaser calls
- Attend library reps and publisher meetings with Senior Project Manager

# Person specification

## Experience

- Experience of working to deadlines
- Experience of work or responsibilities requiring initiative and proactive approach
- Competence in all Microsoft Office applications

## Skills, abilities and knowledge

- Accuracy and attention to detail
- Prioritising workload and working independently
- Multi-tasking
- Able to adapt and reprioritise as necessary for changing circumstances
- Able to remain calm and work effectively under pressure
- Excellent telephone communications
- Able to present a professional and welcoming image
- Able to work without discrimination to colleagues and users

## Personal attributes

- Persistent
- Conscientious
- Responsible
- Flexible

The Reading Agency is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of board members, managers, employees and contractors of The Reading Agency to ensure that every individual with whom we come into contact is treated with dignity and respect.

The Reading Agency, March 2010