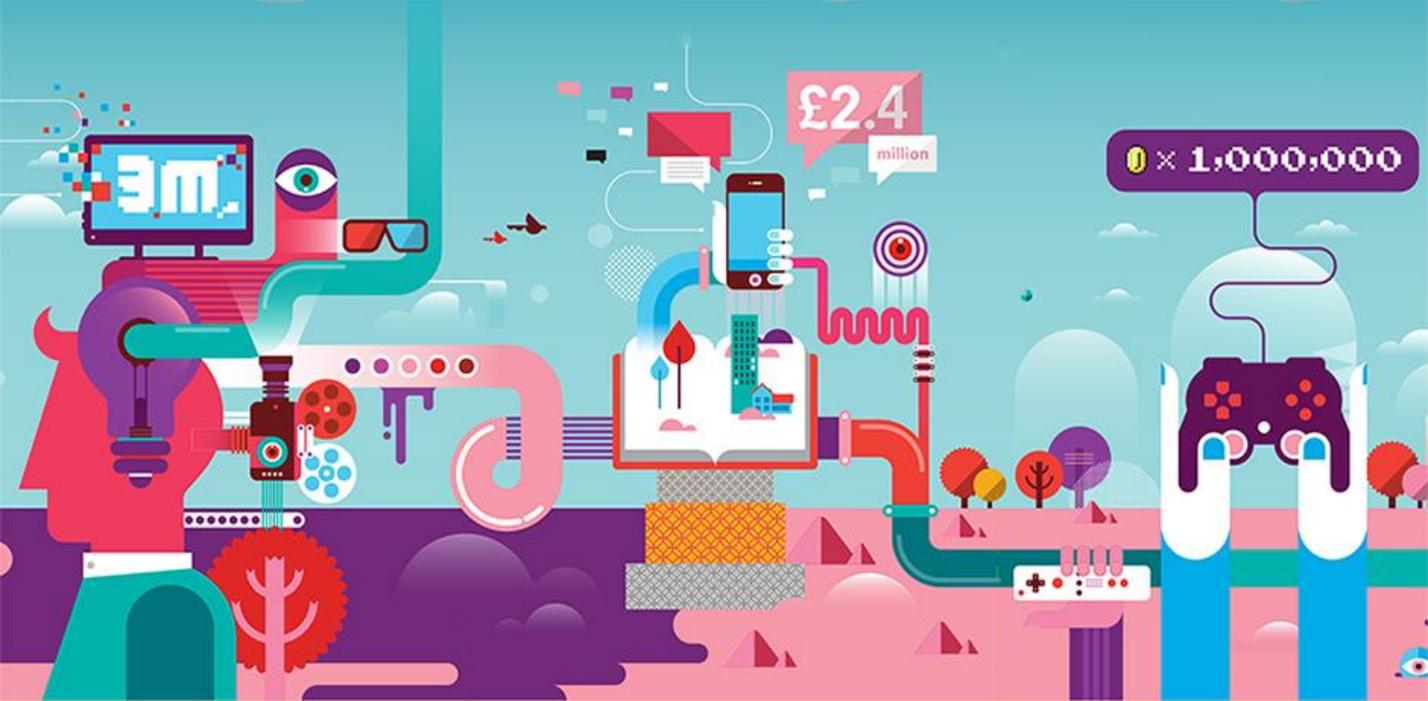


# Creative England Recruitment Pack



# Public Affairs Internship

This pack will provide you with the information required to assist you with your application.

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# 1. Internship Advert

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

We have a great opportunity over the summer for a recent graduate to gain Public Affairs experience within a fast-paced communications department. The successful candidate will support the delivery of Creative England's Public Affairs strategy and help to raise the profile and understanding of the work of Creative England and its clients with key stakeholders.

**INTERNSHIP:** 3 Month contract starting on 1<sup>st</sup> June 2015

**LOCATION:** Bristol

**DEPARTMENT:** Communications

**DEADLINE:** 31<sup>st</sup> March 2015 5pm

**INTERVIEW:** 14<sup>th</sup> April 2015

**TO APPLY:** Interested applicants should provide the following by email to [liam.oshea@creativeengland.co.uk](mailto:liam.oshea@creativeengland.co.uk) :

- A letter of application;
- A short CV, detailing academic qualifications, relevant work experience, and any extra-curricular activities or other interests
- An essay of 500 words outlining the significance of the creative industries to the UK's economy.

*Creative England promotes cultural diversity and equal opportunities for all*



## 2. The Package

This role will be formalised under an internship associate agreement paying a fee of £250 per week for 14 weeks, commencing 1<sup>st</sup> June 2015 and ending 4<sup>th</sup> September 2015.

## 3. How to Apply

Interested applicants should provide the following by email to [liam.oshea@creativeengland.co.uk](mailto:liam.oshea@creativeengland.co.uk) :

- A letter of application;
- A short CV, detailing academic qualifications, relevant work experience, and any extra-curricular activities or other interests
- An essay of 500 words outlining the significance of the creative industries to the UK's economy.

**Website:** <http://www.creativeengland.co.uk/>

It is company policy to only contact shortlisted candidates. If you have not heard within 1 week of the deadline, please consider you have been unsuccessful in securing an interview.



## 4. About Creative England

Creative England invests in and supports creative ideas, talent and businesses in film, TV, games and digital media. We aim to grow the brightest, the best, and those with the most promise so that individuals and businesses can achieve their full creative and commercial potential. We help identify future opportunities to grow the economy and generate jobs.

With offices in Salford, Birmingham, Bristol, Leeds, Brighton, Sheffield, Pinewood and Elstree Studios, we are a national agency with strong local and regional links.

### What we do?

- ✓ Grow talent and businesses
- ✓ Address market failure and raise ambition
- ✓ Build the right climate for creative industries to thrive

### Why we do it?

Because England's creative businesses are already a big success. They generate jobs, profile and value. They drive innovation. We can help raise their ambition further. But some are under-capitalised and under-skilled. They need better access to mentoring, infrastructure, business planning, finance, markets, new ideas and wider networks. We help provide it. And because there is a damaging inequality of access to these things between London and the rest of the country, talent is wasted, opportunities are lost. We believe London's world position should benefit the whole country

For more information on the company and our activities in other creative sectors:

[www.creativeengland.co.uk](http://www.creativeengland.co.uk)



# 5. The Role

**PRIMARY RESPONSIBILITIES WILL INCLUDE (but not limited to) ;**

- Researching, monitoring and reporting on industry and parliamentary developments in order to inform Creative England's interaction with Government, Parliament, Whitehall and key opinion formers
- Helping to manage the delivery of stakeholder events (planning, organisation of meetings, high-profile receptions)
- Helping to identify and broker relationships with key stakeholders
- Helping to raise the profile and understanding of the work of Creative England and its clients with key stakeholders.
- Supporting the wider communications activity as necessary through briefings, press releases and general administrative duties.

*This description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.*

# What are we looking for?.....

## PERSON SPECIFICATION

- ✓ Very good oral and written communication skills
- ✓ Excellent research and organisational skills
- ✓ An ability to condense, structure, and summarise information into clear and concise elements
- ✓ Interest in the creative industries or government policy
- ✓ Educated to degree level or equivalent in relevant field;
- ✓ Good IT skills essential

*Creative England promotes cultural diversity and equal opportunities for all*

