



POWERING YOUR CAREER

**Communications Assistant (Intern)
Role Profile**

Communications Assistant (Intern)

Location: North East and Yorkshire

Directorate: People and Change

Job Ref No: R5412

Are you a graduate looking to gain vital experience in a busy communications team? Do you want to power your career and be part of an evolving energy industry?

An exciting opportunity has arisen for an enthusiastic Communications Assistant (Intern) to join our team for a 12-month internship.

The energy industry is advancing with investment in smart technology innovation and Northern Powergrid, as the company responsible for the network that powers everyday life for 8 million customers across 3.9 million homes and businesses in the North East, Yorkshire and northern Lincolnshire, is at the forefront of delivering an electricity network that meets the region's needs now and in the future.

If you're a communications, marketing or similar discipline graduate who is looking to gain experience and kick-start your career, this could be the opportunity for you.

We are looking for someone who is passionate about communications and wants to be part of the team that helps share, with our customers, colleagues and other key stakeholders, our plans to invest in our network, support net zero and create a greener energy future.

You will support the Communications Team's priorities and work activities and have the opportunity to develop your internal and external communications skills by assisting with the creation of content and involvement in the delivery of Northern Powergrid campaigns.

A competitive salary of up to £20,000 is available. We also offer benefits such as:

- Enrolment into our pension scheme
- 25 days holiday
- Attraction passes

We're excited to hear from candidates who have a passion for communications, want to be part of our company and the energy industry and have a desire to succeed. [Apply now](#) and we'll be in touch.

Key Responsibilities

The successful candidate will be accountable for:

- Producing daily news digests, using Northern Powergrid's media monitoring service, to inform colleagues across Northern Powergrid about latest company or industry news.
- Overseeing the Communications Inbox ensuring requests are responded to or directed to the appropriate people for action.
- Creating and uploading copy, images and content to Northern Powergrid's website, YouTube and social media channels.
- Helping draft internal and external communications content (to building writing and visual content skills)
- Carrying out general administration responsibilities including diaries and meeting coordination, updating reports and purchase order raising.
- Helping design digital content for internal and external communications using tools such as Canva and Mailchimp.

- Cataloguing Northern Powergrid's photo library.
- Communicating with internal stakeholders about communications requirements.
- Supporting with any appropriate administration of internal events led by the Communications Team.
- Supporting communications requirements during major incident.

Key Competencies

- Good IT skills
- Ability to work as part of a team
- Excellent interpersonal skills
- Excellent communications skills
- Clear and concise written skills
- Excellent organisation and problem-solving skills

Qualifications and Attributes

Essential Qualifications

- A minimum of five GCSE or equivalent including English Language and Maths
- Post Graduate Degree qualification in communications, marketing or similar discipline

Essential Experience

- Good writing and content production skills including social media, video and audio
- High level competency with Microsoft IT packages
- Confident communicating with a range of internal and external stakeholders
- Capable of managing varied workload
- Full valid UK driving license

Desirable Qualifications and Experience

- Professional qualifications / certificates or other training in PR, marketing, communications
- Creative skills to source/develop content that influences, informs and engages
- Willingness to learn about the electricity industry
- Experience of using systems such as Drupal, Canva, Hootsuite. Google Analytics and Adobe Creative Suite advantageous

[Click here to apply today](#)

Visit [northernpowergrid.com/careers](https://www.northernpowergrid.com/careers) to find out more about this and other career opportunities.

Posted: 9 November 2022

Closing date for applications: Midnight 27 November 2022

Applicants are considered on the basis of their suitability for the post irrespective of sex, marital status, sexual orientation, gender re-assignment, race, age or disability, in accordance with the Equality Act 2010.