



Apply here

Start date

As soon as possible

Duration

6 months

Languages

Good spoken and written English levels are required (B2 onwards)

Location

Cardiff, England

Working within a modern and highly desirable setting, Cardiff offers a bustling and exciting lifestyle of shopping, sport, high-tech industry and social experiences coupled with unrivalled countryside and a famously warm welcome.

Are you eligible?

Are you a registered student?
Or

Are you eligible to participate in the Erasmus+ programme?

Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

Role

Working with the Head of Department to develop a communications strategy, this PR and Communications Internship role requires the development of strong relationships with new clients. The role also involves assisting with enquiries from the public and journalists, as well as creating powerful and captivating marketing content for our core software products and brand.

Tasks

- Building relationships with key media in relevant sectors
- Respond to media requests, create media lists, media monitoring, reporting and collating press cuttings
- Securing quality press coverage to build awareness for the brand and products
- Drafting creative and compelling copy for outbound marketing materials; emails and press releases
- Maintaining excellent knowledge and understanding of the product and its features
- Assisting the team with events and exhibitions, participating in product demonstrations, pitches and workshops
- Researching new opportunities and contributing to creative team brainstorming sessions
- Working with the software developer team to test and improve the products
- Customer support

Desired Skills

- Well organised and calm under pressure, with the ability to assume responsibility where required
- Excellent inter-personal skills and a strong team player
- Self-motivated, determined and energetic
- Strong professional communication skills, both oral and written
- Confident in building relationships with decision makers at senior level
- Ability to work at pace and be adaptive to changing trends and practices
- Outstanding attention to detail

The Host Company

The software developed by this fast-moving and ambitious company is used by more than 1 million people worldwide and they are the first Welsh company ever to join London Stock Exchange's Elite accelerator programme.