



**British Institute of
International and
Comparative Law**

Marketing Assistant Internship (full-time, fixed term of 6 months)

Job Description

The British Institute of International and Comparative Law is seeking to appoint a full-time Marketing Intern for a paid internship of six months to provide support for a range of marketing and membership-related activities. The post would be particularly suited to a recent marketing graduate looking to develop a career in marketing for a charity or educational organisation.

About the Institute

The British Institute of International and Comparative Law (BIICL) is the foremost independent research and discussion body in the United Kingdom in its field, and one of the leading such bodies in the world. The Institute was created over 50 years ago as an independent research body and charity committed to the understanding, development and practical application of international and comparative law, and the rule of law. Through its high quality legal research, its diverse range of events, seminars and conferences and its world-renowned publications, BIICL is at the forefront of research and discussions on contemporary issues of international and comparative law. The Bingham Centre for the Rule of Law is a specialist centre within the Institute, dedicated to rule of law issues.

The role

The person appointed will report to the Institute's Marketing Manager and work as part of a small team of staff responsible for marketing, events and membership. S/he will carry out the following duties:

- Assisting with a range of marketing projects, activities and campaigns, including:
 - the production and editing of materials and literature, such as event flyers, membership leaflets, bulk emails, event programmes & agendas, and bio documents;
 - writing and proofreading copy;
 - the collation and editing of information for promotional literature; including the BIICL eNewsletter and the Bingham Centre eBulletin;
 - marketing activity for BIICL and Bingham Centre events;
 - assisting with event evaluations, including distribution of feedback forms and collation of responses;
 - dealing with membership and event enquiries;
 - using the BIICL database (ThankQ) to generate event and membership communications;
 - updating and maintaining the Marketing and Events team documentation and databases;
 - ordering marketing materials and liaising with printers.



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- Website and social media tasks, including general updating of the BIICL and Bingham Centre websites, managing the BIICL social media accounts and generating valuable content;
- Providing logistical assistance for events, as required;
- Liaising and networking with a range of stakeholders including members, event attendees, colleagues, suppliers and partner organisations.

Person Specification

It is expected that the successful applicant will demonstrate and provide evidence of the following:

- A degree or equivalent experience in marketing, with a sound understanding of marketing principles;
- Effective project management skills and good attention to detail;
- Strong copywriting skills and the ability to communicate complex ideas clearly and succinctly;
- Highly proficient user of Microsoft Office, Adobe InDesign and Adobe PhotoShop;
- Strong administrative and organisational skills;
- A personable, presentable and articulate team member with the ability and willingness to work collaboratively and collegially with colleagues;
- Some experience in maintaining and updating content on customer relationship management databases and websites is desirable (relevant training will be given).

The post will be paid at the London Living Wage rate which equates to £16,700 per annum. It is hoped that the person appointed will commence as soon as possible.

Applicants should send the following by email to jobs@biicl.org:

- A full curriculum vitae;
- A covering letter setting out their reasons for applying and how they meet the criteria for this post;
- A completed copy of BIICL's application cover form (available at: <http://www.biicl.org/vacancies>).

The deadline for applications is **15 February 2016**. Interviews are expected to take place on Friday 4 March 2016.

We regret that we are unable to acknowledge receipt of applications personally, as we are a charitable organization with limited funds. If you do not hear from us regarding interviews within four weeks of the closing date, your application has been unsuccessful.

Applicants are encouraged to find out more about the BIICL, its members of staff and activities at: <http://www.biicl.org>.