



## PR AND SPONSORSHIP MANAGER

We require a suitably qualified and experienced Public Relations and Sponsorship Manager to join us on a voluntary basis. This is an excellent opportunity to gain invaluable experience in the *not-for-profit* sector.

### *Qualifications and Experience:*

You will have a degree in business, marketing, communication/journalism or related field. Ideally you will have Public Relations/Sponsorship experience.

### *Key Skills:*

You will have excellent written and verbal communication and presentation skills, a good eye for detail, a pro-active enquiring mind and the passion to work with the foundation. In addition you will have excellent organisational, creative, planning and negotiation skills. Good computer skills to include word processing, power-point, excel, use of the internet and social media.

### *Personal Qualities:*

An outgoing personality  
Can work on own initiative, without supervision  
Ability to handle pressure and meet deadlines/targets  
Achievement orientated and results driven  
Ability to make connections with public and private sector institutions, the media and other key influencers  
Maintain high standards of professionalism

### *Job Description:*

Manage relationships with a variety of media including, online, print and broadcast.  
Organize and manage speaking and presentation opportunities  
Serve as the foundations spokesperson  
Develop and implement sponsorship campaigns  
Draft and edit press releases and other written communication to a high standard  
Develop and maintain good working relationships with the media - including local and national newspapers, magazines, radio, and television.  
Develop and maintaining the foundations social media  
Be available to responding to media enquiries 24/7

### *How to Apply:*

The application process is as follows: Produce a three-minute video in which you 'pitch' to a potential sponsor for their sponsorship of the foundation. The video should demonstrate your communication, presentation and creative skills. Please refer to our website for information on the foundation and its aims. Once you have produced your video please upload it to **YouTube** and send an email containing the YouTube link to [jobs@edutf.org](mailto:jobs@edutf.org) Please also attach a copy of your CV to your email.

Ref: PR01/11