

SCILT Digital Internship Information Pack

The purpose of this internship is to raise the profile of language learning amongst 16-25 year olds through engagement on social media platforms and using other relevant technologies.

This post is open to applicants currently in 5th year going into 6th year for session 2018-19 **only**.

- This is a remote working internship. Please note this is an unpaid opportunity.
- Successful applicants **must** attend a training day in Glasgow on **Tuesday 12 June 2018**. Those who cannot attend this day will **not** be allowed to proceed onto the programme.
- Applications are considered on a competitive basis which means not all candidates who submit an application will be guaranteed an interview.
- Those applicants who are successful will be invited to interview over Skype. This is to ensure applicants are not deterred from applying should they live further away.
- Only complete applications will be considered.

Job Description

Work with a team of interns to:

- Create and publish relevant, original, high-quality online content that relates to languages and language learning, to be shared through SCILT's social media channels.
- Collaborate with other interns to generate ideas and content.
- Follow SCILT's social media guidelines for creating and posting content and engaging with followers.
- Report to SCILT every week with a weekly plan for social media content.
- Review the successes and failures of the past week, based on evidence, and use that to inform future posts. Training on gathering and assessing evidence will be provided.
- Monitor conversations across social media platforms. Engage in dialogue and answer questions where appropriate.
- Work and communicate in a professional manner with the Information Team at SCILT.
- Interns are expected to commit to two to four hours per week for one academic year (Aug – June).

What this internship can offer you

A motivated intern will complete this internship with a valuable insight into the world of work and an enhanced CV:

- Experience of working in a professional environment and an understanding of professional standards for online engagement.
- Access to an increased personal follower base and a raised social media profile.
- Support and training from digital professionals.
- Proven team-working and negotiation skills. Evidence of planning and time-management skills.
- Portfolio of social media output.
- Recommendation letter or volunteer appreciation certificate from SCILT.

What SCILT is looking for in your application

- You should carefully read the Job Description and Person Specification to make sure you give evidence that matches the criteria.
- Provide well-presented, clear, concise information and any further information that is relevant to the role and highlights additional skills and qualities you have.

Person Specification

| Factors | Essential | Desirable | Means of Assessment |
|---|--|---|-------------------------|
| Education | <ul style="list-style-type: none"> Current 5th year pupil going into 6th year | | Application |
| Experience | <ul style="list-style-type: none"> Proficient user of the top global social media platforms Understands online communication tools such as social media and video streaming. Team working | <ul style="list-style-type: none"> Ability to create videos for social media platforms | Application & Interview |
| Specific skills and knowledge relating to the role | <ul style="list-style-type: none"> A demonstrated enthusiasm and passion for language learning A demonstrated enthusiasm and passion for learning about other cultures. Excellent level of IT and internet skills Knowledge of creative and digital media / technology | <ul style="list-style-type: none"> Knowledge of digital and creative software packages and tools Creative skills Organisational skills Ability to write appropriately for the web and tailor content to a specific audience | Application & Interview |
| Personal attributes | <ul style="list-style-type: none"> Strong written and verbal English. Good communication skills. Excellent attention to detail Hard working and ability to meet deadlines. Ability to proofread and edit your own writing thoroughly | | Application & Interview |
| Other | <ul style="list-style-type: none"> Knowledge of the work of SCILT An understanding of the issues surrounding language interest and uptake amongst young people | | Interview |

How to apply

- In your personal statement let us know why you are interested in this internship, what you could bring to the role and how you fit the job specification.
- Please demonstrate your creativity and proficiency in social media. You could provide links to your social media accounts, provide examples of what you have done on social media, or design a short social media campaign to support this application.
- Please provide a letter of reference from the Principal Teacher of Modern Languages or your Head Teacher explaining why they would recommend you for this programme. This must be included with your application.
- Your application must be submitted on or before 8 April 2018 at the latest. We will NOT accept late applications.**

Submit your completed application form together with your reference by email to scilt@strath.ac.uk. If you are unable to submit your application by email then please post your application to: Sarah Macfarlane, SCILT, LH232, Lord Hope Building, 141 St James Road, Glasgow G4 0LT.