

Maddison Pine

Closing the gap between Governance and Performance

Job Title: Maddison Pine Events and Communications Intern

Reporting to: Head of Training

Salary: Voluntary role, travel and lunch expenses paid

Internship Length: All year internships are available, from 3 months to 6 months

Working Hours: 10.00 – 18.00, 2 days per week, plus evening hours where required

About Maddison Pine

Maddison Pine is a niche firm that specialises in providing training, capacity building, and strategic advice to Governments, Ministries and Government Agencies/State-Owned-Enterprises on Corporate Governance in the Public Sector. We organise events in Europe, the Middle East, and in Africa. We also organize one knowledge exchange forum in corporate governance and public sector board effectiveness once a year.

Maddison Pine Events and Communications Intern

We are seeking an enthusiastic, responsible and motivated individual to support the work of the organization for 2 days per week for a period of 3 - 6 months. This internship will be working across the Maddison Pine programme areas of events, business and communications. The successful candidate can either work from home/anywhere or can be based at the RSA on the Strand.

Maddison Pine organises over several events and training programmes a year, at international locations, to promote good governance in government and public sector institutions. With leading international and expert African Corporate Governance experts as speakers and trainers, these meetings cover a wide variety of topics and formats, including formal training, workshops, knowledge exchange roundtables, conferences, and business programme events

Main duties and Responsibilities

1. **Events:** to assist the Head of Training with the organisation and logistics of training, events, and meetings.
2. **Communications:** to assist with general information emails sent to Maddison Pine, as well as contribute to the overall Maddison Pine communications output, as stated below.
3. **Administration:** To assist the Head of Training/Consultants/CEO with general administrative work, including photocopying, filing, envelope filling, typing correspondence, reports and any other administrative tasks, as requested.
4. **Professionalism / Confidentiality:** to maintain an organised and professional working environment, ensuring confidentiality at all times.

Events

Provide general administrative logistical support for Maddison Pine, open and bespoke training events, conferences, and forums - including set up, organising speakers, social media coverage, guest liaison, audio recording and evaluation.

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Communications

Delivering Maddison Pine social media communication relating to events.
Assisting with the promotion of events through the bi-annual newsletters.
Managing the Twitter account and newsfeed.

Software you must be able to use: Microsoft Office products (Word, Excel, Powerpoint) and online tools (Mailchimp, social media platforms, Survey Monkey)

Person specification

An energetic, organized and enthusiastic individual with the ability to work independently and as part of a small team, the successful applicant for the role will be a graduate with the following skills, experience and qualities:

- Good organizational skills
- Good communication and inter-personal skills
- Interest in African issues and the international politics of Africa
- Ability to take initiative when required
- A keen eye for detail
- Experience of hospitality or customer service
- Knowledge of and enthusiasm for using social media

To Apply

Please send your CV with a covering letter outlining why you think you are suitable for this position to Esther Temple at training@maddisonpine.com and we will let you know about our current vacancies for interns.

The covering letter should not be more than 500 words long and should demonstrate with reference to the Person Specification your suitability for the job using examples of any relevant skills and experience.

Please include your availability and details of any work or study you are currently involved in. **We will always write back to you.**