



# HAWTHORN

## Job Description – Summer/autumn intern

### Who we are

Hawthorn Advisors is a London based public relations (PR) and communications firm who work with and advise a wide range of clients in various sectors such as technology, creative (including fashion), media and green energy. We help clients create, enhance and protect their most valuable asset – their reputation.

We have a team of around 60 employees based at our office in Victoria and we're proud of our supportive, social culture. Our flat structure means there's no hierarchy at Hawthorn: curiosity is always welcomed and we relish hearing new perspectives and ideas! We have big plans to grow, so it's a great time to join us and there'll be plenty of opportunities for you to develop.

### The opportunity

This internship will offer 2x young people the opportunity to work with communications experts, gaining hands on experience across the different sectors they support such as corporate and financial PR, digital and crisis management. You will have the opportunity to buddy and work with the other intern, looking for opportunities to co-create and learn from each other, as well as being given a mentor to support you.

Some examples of the things you'll be involved in are:

- Monitoring daily press information and media intelligence on specific clients
- Conducting media and political research/analysis
- Researching new business opportunities
- Involvement in the planning and logistics of client events
- Supporting the management of social and digital media channels
- Gaining an understanding of the importance of communicating effectively to achieve required deadlines and meet client expectations

Full training will be provided, and our staff team will be very willing to share their wisdom and expertise!

The placements will be held for a period of 4 weeks, ideally in September (this can be flexible for the right candidate(s) i.e. if you have University commitments) and will be paid at the London living wage of £20k pro rata.

Interns will be mentored by a dedicated line manager to help them get the most out of their time at Hawthorn and be on hand to provide guidance and support.

We see our interns as a key source of talent for the firm and many of our employees at Hawthorn have been hired from our internship programmes. So, this could potentially be a longer-term opportunity for the right candidate(s) and a fantastic foot in the door!

### What skills and experience do I need?

We're not asking for any prior experience of the PR industry, we're here to offer you that first break you need! This is a great opportunity for anyone looking to gain real life, valuable work experience in an exciting, fast paced environment – a fantastic addition to anyone's CV.

We're looking for applicants that can demonstrate the following:

- An interest in finding out more about the PR industry
- A passion for brands, media, culture and social content
- Excellent written communication skills
- Excellent research, teamwork and people skills
- An interest in media and current affairs – you will enjoy scouring through the new news pieces each week

### How do I apply?

Please send a cover letter which addresses the following questions to [alumni@careerready.org.uk](mailto:alumni@careerready.org.uk) by 30<sup>th</sup> June 2022.

- What has inspired your interest in public relations/communications?
- What aspect of PR/communications are you most eager to learn about?
- What skills / experiences do you think you can bring to the role?
- How and where do you get your news from?
- Tell us (in max 200 words) about a company or person whose reputation has been damaged recently