

**JOB DESCRIPTION**

**Job Title:** **Junior Welsh Language Content Writer (Paid Internship)**

**Hours and location:** Between 14 and 21 hours per week

The role can be flexible with a mixture of working from home and/or the Cardiff office. The role will require
 occasional travel to Cardiff.

**Salary:** Living wage of £12 per hour

**Holiday and benefits:** 25 days per annum, rising to 27 after 2 years and to 30 days on completion of 5 years' service (pro-rata)

14+ hours working week

Bank holidays (pro-rata)

Hybrid working

Up to 2 weeks working away from Wales base (pro-rata)

Pension scheme – up to 6% employer contribution (if eligible)

Cycle scheme

Employee Assistance programme

**Probationary period:** 2 Months

**Length of Contract:** 6 Months Fixed Term Contract

**Responsible to:** **Content and Welsh Language Manager**

**ProMo Cymru Vision**

Creative change for social good.

**ProMo Cymru Mission**

We Communicate, Design, Build with young people and communities to make change happen.

**How we work**

ProMo Cymru partners with third and public sectors to imagine, test and create, more equitable services that are designed and delivered with

people.

We work across:

* Digital
* Culture
* Youth and Community
* Advocacy
* Communications
* Helplines
* Information and advice
* Design
* Media

Our work is informed by decades of delivering digital youth information and community services. We share this knowledge through training, consultancy, delivery and forming long-term partnerships for mutual benefit.

ProMo is a registered charity and social enterprise; we invest our profits into making a difference.

## **MAIN PURPOSE OF POST**

Our Content Team is looking for a creative, organised and self-motivated **Junior Welsh Language Content Writer** who loves to write bilingual content and who would enjoy working on several projects simultaneously in a fast-paced environment.

Our team creates a variety of content for several projects which includes social media, blogs, scripts, campaigns and promotional materials. Some of our work involves co-producing with clients and/or our target audience.

Some of our work can be found on our websites and our social media channels. Here are some examples:

* www.promo.cymru
* www.meic.cymru
* www.youtube.com/ProMoCymru
* www.tiktok.com/@llinellgymorthmeic

Find out more about ProMo Cymru at www.promo.cymru

**Project Brief**

We have an exciting opportunity for a bilingual writer to join our content team on a short-term paid internship, to support us in creating engaging bilingual content for our audiences. This is a great opportunity to receive expert guidance and gain experience to propel your career.

You will be tasked with:

* Assisting in content planning
* Writing engaging bilingual content for ProMo Cymru and the various projects that we work on with guidance from our content team
* Translating content
* Creating social media content
* Writing scripts for promotional videos
* Working closely with ProMo’s Communication, Engagement and Digital team to assist and create content as needed
* Following style guidelines
* Working with a team to deliver content on time
* Attending regular content meetings (online)

In addition to the above duties and responsibilities the post-holder will be expected to undertake any other duties and tasks required to ensure the project successfully meets its outcomes and objectives.

**We would love to hear from you if:**

* You have a background or a keen interest in Communications, Journalism or Media
* You have experience in writing compelling and interesting content
* You have a passion for content writing, with a solid grasp of the Welsh and English language, spelling, punctuation and grammar
* You enjoy working with others to create engaging content
* You are reliable, responsible and have a ‘can do’ positive attitude
* You have good time management and people skills
* You are excited to work in a busy environment where no two days are the same
* You are committed to learning and developing your skills by gaining experience in one of the fastest growing social enterprises in Wales

**How to apply:**

Email your completed application form (below) to **people@promo.cymru**

**Closing date:**

2nd August 2024

**PERSON SPECIFICATION AND EXPERIENCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **How Identified/****Assessed** |
| Education/Qualifications: | Completed/or working towards a further education qualification  | Completed/or working towards a bachelor’s degree in Communications, Journalism, Media  | Application form |
| Skills/Knowledge: | An ability to talk and write fluently in Welsh An ability to write engaging and accurate original contentHigh level of I.T. literacyGood organisational, planning and multi-tasking skillsStrong creative thinking and problem-solving skills | Experience of using Wordpress, Canva or similar Experience of writing content for an organisation and/or a young audienceHad your content published | Application form & interview |
| Personal Attributes: | Excellent verbal and written communication & interpersonal skillsPassionate about using written content to engage with young people and communities in WalesAttention to detail, excellent time management and people skills |  | Interview |
| Other requirements: | Committed to working to and upholding ProMo Cymru’s values, ethos and cultureWillingness to undertake travel across Wales when neededWillingness to work flexible hours when needed  | Driving license with own transport. | Application form & interview |

**This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the postholder. It is not intended to be rigid or inflexible but should be regarded as providing a framework within which the individual works** **.**

### END ###