

Job description

Job Title:	Communications & Projects Assistant (Paid Internship)
Hours and Location:	Up to 21 hours per week. Cardiff and homeworking.
Salary Scale:	Real Living Wage (£13.45 per hour)
Contract Type:	6 months Fixed Term Contract (with possibility to extend to 12 months)
Probationary Period:	2 Months
Responsible to:	Digital Projects Officer

Holiday and Benefits:

- 25 days holiday per annum, rising to 27 after 2 years and to 30 days on completion of 5 years' service (pro-rata)
- Bank holidays
- Hybrid working
- Up to 4 weeks working away from Wales base (pro-rata)
- Pension scheme – up to 6% employer contribution (age dependent)
- Monthly Internet/Mobile Allowance £30
- Annual Meetings/Events Allowance £50 pro rata
- Cycle to work scheme (www.cyclescheme.co.uk)
- Paid Medical Appointments
- Employee Assistance Program

About ProMo Cymru

Our Vision: Creative change for social good.

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

How we work

ProMo works collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test, and create better services.

We work with communities through digital and media production, communications, advocacy, and cultural engagement. Our work is informed by over 25 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long-term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested back into our community projects.

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

Main purpose of post

Our Communications, Engagement and Digital team is looking for an enthusiastic, organised and self-motivated Communications & Projects Assistant with an interest in projects that support young people and communities to influence change.

You will be involved in projects centred on youth mental health, digital literacy, information, and campaigns, and will be expected to work across several projects simultaneously.

This is a great opportunity to receive expert guidance and gain experience to propel your career.

See our work in action: www.promo.cymru/projects

Main duties

- Supporting our team with the delivery of projects and activities
- Supporting the planning, coordination, and delivery of workshops, meetings, events, and engagement activities with young people, communities and partner organisations
- Assisting with scheduling meetings, preparing agendas, taking notes, and following up on actions

- Assisting with the creation of digital content for social media, newsletters, websites, and promotional materials
- Contributing ideas and creative approaches to improve communications, engagement, and project delivery
- Representing ProMo Cymru positively when working with young people, communities, partners, and external organisations

The post-holder will also be expected to undertake any other duties required to ensure projects successfully meet their outcomes and objectives.

About you

We would love to hear from you if:

- You are interested in working with young people and communities, and supporting their voices to be heard
- You are interested in communications, digital media, engagement, or project work
- You are organised, creative, and able to manage multiple tasks at the same time
- You are confident using social media, digital tools, and online platforms
- You enjoy working collaboratively as part of a team while also being able to work independently
- You are excited to work in an 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
- Experience in project support, content creation, facilitation, or youth engagement would be an advantage, but is not essential

How to apply: Email your completed [application form](#) to people@promo.cymru

Closing date: Friday 17 July 2026, 5pm

Interview dates: Tuesday 4 August and Wednesday 5 August 2026 in person at our Cardiff office.

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

Person specification and experience:

Requirement	Essential	Desirable	How Identified/ Assessed
Education/ Qualifications:		Qualification (or working towards one) or experience in a relevant subject such as communications, youth work, social sciences, digital media, or a related field.	Application form
Skills/Knowledge:	<p>Confident using digital tools, online platforms, and social media</p> <p>Commitment to inclusive practice, equality, diversity, and safeguarding</p> <p>Strong organisational, planning and multi-tasking skills</p> <p>Strong creative thinking and problem-solving skills</p>	<p>An understanding of how to design marketing materials for a range of target audiences</p> <p>Knowledge or understanding of co-production, participation, or user-centred design approaches</p>	Application form & interview
Personal Attributes:	Good verbal and written communication & interpersonal skills		Interview

	<p>Passionate about engaging with young people and communities in Wales</p> <p>Self-starter with the ability to work independently and collaborate with a team.</p> <p>Attention to detail, excellent time management and planning skills</p>		
Other requirements:	<p>Committed to working to and upholding ProMo Cymru's values, ethos and culture</p> <p>Willingness to undertake travel across Wales when required</p> <p>Willingness to work flexible hours occasionally</p> <p>This post is subject to enhanced DBS check</p>	<p>Driving license with own transport.</p> <p>Welsh speaker</p>	<p>Application form & interview</p>

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.

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