

Education and Philanthropy Intern- Kickstart scheme intern 6-month placement (London Living Wage, 30 hours a week, enhanced benefits - including discounted gym membership and more)

Role overview: (click [here](#) to find out more about Profusion and staff benefits)

Profusion is a leading provider of data and marketing services, ranging from consultancy advice, through to the creation and execution of innovation projects and marketing campaigns. We specialise in helping businesses to grow using the power of data science. Our partnerships with universities and leading organisations enable us to bring the best academic thinking into the solutions we offer our clients.

The Education and Philanthropy intern will support the Head of Education and Philanthropy with the running of our Data Academy and Profusion Cares.

The Data Academy aims to provide businesses with the training they need to use data effectively and aims to train up the next generation of data specialists, with a focus on working with socially disadvantaged and underrepresented groups of young people in society.

Profusion Cares is the philanthropic foundation at Profusion and is all about using Profusion's data expertise for good, working with charities, schools and clients to have a positive impact on the communities in which we live and work.

It's a fantastic role where training will be provided on coordinating Profusion's charitable activities and how to communicate across teams and with external partners. You will have huge potential for personal and career development, learn from and share knowledge with a range of talented and highly-skilled colleagues. All of this while embarking on an exciting journey with a pioneering, fast-growing company situated at the heart of London's Tech City.

Key responsibilities

The role covers a wide range of administrative and organisational tasks to support the running of the Data Academy and Profusion Cares.

You will work with colleagues with a variety of roles within the business in an exciting and dynamic industry and learn to develop your communication and stakeholder management skills:

Data Academy

- Preparing internal and external communications to promote the Data Academy e.g. for social media and newsletters
- Researching potential partnerships to attract young people from diverse backgrounds into a career in data
- Organising minutes and agendas for weekly Data Academy meetings
- Communicating and coordinating with school partners on Data Academy activities

Profusion Cares

- Preparing agendas and writing minutes for monthly Profusion Cares Steering Committee meetings
- Preparing internal and external communications to promote Profusion Cares e.g. for social media and newsletters
- Working with your colleagues who are Profusion Cares Champions to keep track of all charitable activities and update dashboards
- Attend events and webinars with charities working in homelessness and food poverty to understand how Profusion can have the most impact in these areas
- Research on potential partners for Profusion Cares
- Support Profusion Champions with fundraising and volunteering campaigns
- Support Profusion Champions with office environment and sustainability schemes
- Assist the Head of Education and Philanthropy with ad hoc tasks as and when required

Personal Specification: Knowledge, Experience and Skills

You need to be an excellent communicator who has good interpersonal skills. You will have a social purpose and a passion for social mobility and providing opportunities to young people. We are looking for someone enthusiastic and keen to learn about how a business can have a social impact

Knowledge & Experience

- Good communication skills, written and verbal
- Excellent organisational skills and be able to prioritise workload
- Passion and Motivation to get involved and exceed expectations
- Ability to multi-task, manage and prioritise multiple projects
- Problem-solving attitude and always looking for ways to improve how to do things
- Enthusiasm about making a real contribution to the business and our social impact