



Inviting applications – St John's College Internship 2025-26:

WEBSITE, MEDIA & COMMUNICATIONS INTERN

We are now inviting applications for a Website, Media & Communications Intern to work with staff in the Alumni & Communications Office on delivering the College's Communications Strategy through supporting the development of the College website, creation of social media content, curation of digital media assest and general administration.

Requirements

- Be a current student at St John's College
- Excellent English written language skills, with attention to detail
- Good organisational and time management skills
- Familiarity or ability to develop understanding of WordPress

Key responsibilities

- Support the creation and delivery of the new College website.
- Create and curate digital content for the Colleges various communications platforms including Instagram and LinkedIn, as directed by supervising staff
- Attend fortnightly meetings with the wider College alumni and communications teams, and collaborate with and support the wider team
- Undertake administrative tasks related to website, media & communications according to agreed procedures
- Regularly check emails and teams messages (every other day during the working week), responding promptly where required, and keeping supervising staff informed if there are any changes in your circumstances affecting your commitment to the role.
- Undertake any other tasks within the remit of the position
- We do not expect these tasks to take longer than 1 hour per week

Benefits

- Honorarium of £500 per year, payable in three instalments
- Excellent opportunity for developing a range of transferable skills
- Guaranteed place at the Media, Communications & Literature Once a Johnian formal.

Application process

To apply, email johns.alumni@durham.ac.uk outlining why you are applying, examples of relevant work (e.g. content creation, social media accounts you manage), and details of any relevant experience, and what you hope to gain from doing the role. Deadline for applications: Monday, 20 October 2025.