



## Apply here

### Start date

As soon as possible

### Duration

6 months

### Languages

Good spoken and written English levels are required (B2 onwards)

### Location

Cardiff, Wales

Working within a modern and highly desirable setting, Cardiff offers a bustling and exciting lifestyle of shopping, sport, high-tech industry and social experiences coupled with unrivalled countryside and a famously warm welcome.

### Are you eligible?

Are you a registered student?

Or

Are you eligible to participate in the Erasmus+ programme?

### Benefits

See website for details of all ESPA benefits. For all internships over 6 months, additional benefits will be paid. Details available at interview.

## Role

This is a fantastic, career enhancing opportunity for an ambitious student to increase the relationship with clients, influencers and Public Relations Agencies. You will assist the Head of Department with enquiries from the public and journalists as well as creating powerful and captivating marketing content for our core software products and brand.

## Tasks

- Building relationships with key media in relevant sectors
- Respond to media requests, create media lists, media monitoring, reporting and collating press cuttings
- Securing quality press coverage to build awareness for the brand and products
- Drafting creative and compelling copy for outbound marketing materials; emails and press releases
- Maintaining excellent knowledge and understanding of the product and its features
- Assisting the team with events and exhibitions, participating in product demonstrations, pitches and workshops
- Researching new opportunities and contributing to creative team brainstorming sessions
- Working with the software developer team to test and improve the products
- Customer support

## Desired Skills

- Well organised and calm under pressure, with the ability to assume responsibility where required
- Excellent inter-personal skills and a strong team player
- Self-motivated, determined and energetic
- Strong professional communication skills, both oral and written
- Confident in building relationships with decision makers at senior level
- Ability to work at pace and be adaptive to changing trends and practices
- Outstanding attention to detail

## The Host Company

The brainstorming and project planning software developed by this ambitious fast-growing company is used by more than 1 million people worldwide and they deliver accredited training courses in Mind Mapping, Applied Innovation, Speed Reading and Memory Skills with an expertise in creating results-driven training.