

**Ethical Tea Partnership (ETP)
Marketing & Communications Internship, London
Minimum 20 hours per week (London Living Wage)
3-6 month contract - IMMEDIATE START**

The Ethical Tea Partnership (ETP) is a not-for-profit membership organisation of international tea companies (Tetley, Taylors of Harrogate, Starbucks etc.) that share a vision of a thriving tea industry that is socially just and environmentally sustainable.

The ETP has local staff in Kenya, Malawi, India, Indonesia, Sri Lanka, and China, and a London-based Secretariat. Together with a set of partner organisations, the ETP runs a range of assurance, producer support, and strategic programmes to improve the sustainability of the tea sector, the lives and livelihoods of tea workers and smallholder farmers, and the environment in which tea is produced.

The ETP Secretariat is a small, busy office, which is a 10-minute walk from Waterloo Station. The closest tube station is Lambeth North.

We are looking for an individual who is seeking experience in a communications and marketing role/event management.

The Role:

The main part of the role will be to provide support to the Communications Manager delivering [TEAM UP 2016](#) – an international tea conference and the biggest conversation on tea sustainability in the world. Much of the support will be admin-based, i.e. writing visa application letters, managing attendance lists, booking hotels and transfers for delegates, and note taking, but you will also gain exposure to key sustainability discussions, and a number of stakeholders in the sector.

The event will take place on Tuesday 14th June so you will need to be able to hit the ground running and stay calm under pressure to ensure the event is a success. The candidate should be well organised, able to multi-task, and able to prioritise work effectively. Previous event delivery experience is preferred.

Other responsibilities will include copy writing/editing for literature, reports, and online channels (web and social media) and proof reading. Experience of Twitter, design packages (Photoshop, Illustrator, and In-Design), and website management (preferably Wordpress) would be advantageous.

The candidate will also be expected to provide administration support to the wider team.

Key skills:

- Excellent organisation and attention to detail
- Copywriting, editing, and proof reading
- Competent in Excel
- Report writing and desk research
- Positive, friendly, and courteous outlook – a can do attitude

This is a 3-6 month position to begin immediately. The position will be paid the London Living wage based on a minimum of 20 hours per week.

Please send a CV and a one-page cover letter outlining why you feel that you would be suitable for this position to jon.copping@ethicalteapartnership.org by 5pm Wednesday 27 April 2016.

The position is for an **immediate start**.