



JERSEY COLLEGE FOUNDATION

JOB DESCRIPTION

Job Title:	Marketing & Communications Internship (Content Creation Focus)
Responsible to:	Foundation CEO
Remuneration:	£14.50 per hour
Hours:	30 hours per week, term time only
Duration:	Fixed term – January 2026 to July 2026 (flexible)

About JCG Foundation

The Foundation is a registered charity, whose charitable purpose is to widen access to education. We offer high quality, innovative educational programmes to young people from Jersey and abroad, offering funding for those who could not otherwise afford it. We also provide financial support to enable students whose parents would otherwise be unable to afford the fees at Jersey College for Girls, to access the College's outstanding education.

About JCG

We are an academic and compassionate girls' school for 11-18 year olds, offering education up to and including A-levels. As a school within the Channel Island of Jersey, our students have many opportunities to explore and enjoy life beyond our safe walls. As well as traditional school pastimes, such as sport and drama, we have access to all the island has to offer, both on land and sea as well as offering some truly incredible programmes, such as piloting and financial literacy.

Role Overview

We are seeking a motivated and creative Marketing & Communications Intern to join our Communications Team. This internship offers hands-on experience in

digital content creation, social media strategy, and College and JCG Foundation communications. The successful candidate will play a key role in enhancing the online presence and promoting the values and achievements of the College and JCG Foundation.

Key Responsibilities

- Assist in planning and producing engaging content for the school's website and social media platforms (Instagram, Facebook, LinkedIn and potentially TikTok)
- Capture and edit high-quality photos and videos of school events, student life, and campus activities
- Draft compelling copy for news stories, posts, and promotional materials
- Support the development of digital campaigns to highlight student achievements, events, and initiatives
- Contribute to an alumnae development strategy
- Collaborate with staff and students to gather content ideas and ensure brand consistency
- Monitor social media engagement and provide insights to improve reach and impact
- Maintain an organised digital media archive for future use

Person Specification

The successful candidate will demonstrate the following skills, qualifications and experience:

- Strong understanding of the culture and ethos of the College
- Recently completing or planning to undertake a degree (maybe but not necessarily in a field related to marketing/communications)
- Strong written and verbal communication skills
- Proficiency in photography and video editing is desirable
- Familiarity with social media platforms and trends, particularly Instagram and Facebook
- Creative thinker with attention to detail and a proactive attitude
- Ability to work independently and collaboratively in a school environment
- Commitment to the values and ethos of an all-girls educational setting

Benefits

- Valuable experience in a professional communications role within an educational institution
- Mentorship and training from experienced staff
- Opportunity to build a strong portfolio of work and to enhance your CV
- Paid position with access to school facilities and events - £14.50 per hour 30 hours per week term time only

This document needs to be read together with the terms and conditions of employment.

This job description is subject to review to ensure it meets the needs of the Foundation.

Post holder _____ Date _____

CEO JCG Foundation _____ Date _____

Date _____