

# RMP ENTERPRISE

## Job Description

<b>Job Title: RMP Graduate Intern</b>
<b>Location(s):</b> London (Brixton)
<b>Role Objective:</b> (brief summary of key function of role and where it fits into the organisation)
<p>To provide support across the business during our busiest time of year.</p> <p>You will be one of five Interns working with us, with your time being split mostly between the On-Campus Promotions and Marketing teams. There will be scope to work with other teams, but this will depend on business need. This is a really exciting opportunity to learn about RMP Enterprise, gain a broad range of transferable skills and have a great time while you're doing it!</p>
<b>Key Responsibilities/ Functionalities:</b> (list key tasks, responsibilities, deliverables etc.)
<p><b>On-Campus Promotions:</b></p> <ul style="list-style-type: none"><li>• Support the Account Management team with their campaign set-up and delivery</li><li>• Help screen, interview, recruit and manage a team of campus Brand Ambassadors</li><li>• Support and manage experiential campus events on UK campuses</li><li>• Liaise with universities and suppliers to ensure smooth running of events</li><li>• Manage Short Term Brand Ambassador campaigns</li><li>• Assist with successful delivery of our biggest campaigns</li></ul> <p><b>Marketing:</b></p> <ul style="list-style-type: none"><li>• Support the Marketing team with the biggest offline marketing campaign of the year; the RateMyPlacement fair campaign</li><li>• This will involve traveling to universities across the UK to represent RateMyPlacement at freshers and careers fairs to collect sign-ups for the website (you will be working towards a target)</li></ul> <p><b>Products/ brands in the <a href="#">RMP Enterprise</a> portfolio:</b></p> <ul style="list-style-type: none"><li>• <a href="#">RateMyPlacement</a></li><li>• <a href="#">The Top Undergraduate Employers Guide</a></li><li>• <a href="#">National Undergraduate Employability Awards</a></li><li>• <a href="#">RateMyApprenticeship</a></li><li>• <a href="#">A School Leaver's Guide to Career Options</a></li><li>• <a href="#">On-Campus Promotions</a> (OCP)</li><li>• <a href="#">RMP Connect</a></li></ul> <p><b>Reporting lines/ management:</b></p> <ul style="list-style-type: none"><li>• Report into either a Senior Account Manager in OCP or Marketing Coordinator in Marketing</li><li>• Based in our London office (Brixton), with travel to universities within the UK.</li></ul>



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<b>Everyone who works at RMP Enterprise honours the company values and behaviours:</b> <ul style="list-style-type: none"><li>• Enhance- be continuously improving</li><li>• Passion- be inspirational</li><li>• Innovate- be the change</li><li>• Collaborate- be supportive</li><li>• Achieve- be the success</li></ul>
<b>Competencies:</b>
<b>Achievement Orientation</b> - The determination to set oneself and meet high standards, exceeding norms and expectations.
<b>Adaptability</b> - The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change.
<b>Communication</b> - The ability to speak and write so as to be clearly understood by others, using appropriate vocabulary, grammar and style.
<b>Creativity</b> - The ability and willingness to generate new ideas and to recognise and build on those of others.
<b>Initiative</b> - The willingness to move things forward by taking action without needing to be asked and without due escalation.
<b>Interpersonal Sensitivity</b> – The ability to recognise clearly and accurately other’s points of view, feelings and needs and the willingness to take these into account.
<b>Listening and Responding</b> - The ability to accurately listen to others, understand their feelings, needs and points of view and then to respond appropriately.
<b>Self Confidence</b> - The ability to make a positive impact and to maintain a credible position with others on an ongoing basis.
<b>Skills and Experience:</b> (include generic, specific sector, people management, languages etc.)
<b>Essential:</b> <ul style="list-style-type: none"><li>• Graduating from university in 2018 (no degree criteria)</li><li>• Good understanding of the English language (both spoken and written)</li></ul>
<b>Desirable:</b> <ul style="list-style-type: none"><li>• Previously undertaken work experience while at university</li></ul>
<b>Salary</b>
<b>£19,000 per annum pro rata</b>