

PR Co-ordinator



Looking for a career as a PR Co-ordinator? This position has been created for those with excellent communication skills of the English Language. You will need to be on hand to create press releases for all types of internal events going on throughout the year. Your job will be to attend the events to create an interesting and dynamic press release and to then liaise with the event organisers about facts and information that will need to be included.

Person Specification

Qualifications: GCSE English at grade C above, or equivalent.

The successful candidate must be able to demonstrate:

Excellent written English skills

Excellent interpersonal and communication skills

The ability to work effectively and courteously with a wide range of people

Good team working skills and the ability to work on own initiative

Commitment to meeting the needs of The Marketing Department and promoting a strong, positive college ethos

How to apply

To apply for this intern opportunity, you must be a Worthing College student who can demonstrate in a personal statement why you would make an ideal candidate for one of these roles.

Please complete the application form and tell us why you would suit these opportunities; considering the job description and the person specification.

Informal chat

To ensure you are right for the job there will be an informal chat arranged once we receive your application. It will be an opportunity for you to ask questions about the role, and for us to ensure you would be suitable to join the team.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at the interview.

WHERE TO SEND YOUR APPLICATION AND DEADLINE

It is your responsibility to ensure your application reaches the college. If you are posting your application please address it for the attention of Marketing Team, Worthing College, 1 Sanditon Way, Worthing, BN14 9FD

(Tel: 01903 275755. Email: marketing@worthing.ac.uk).

For more information contact us on:

01903 275755 or marketing@worthing.ac.uk

**[Apply on-line
www.worthing.ac.uk](http://www.worthing.ac.uk)**