



Job Description

1. Job Particulars:	
Job Title: Graduate Intern	Department: Communication and Commercial
Reporting Line: allocated mentors	Travel: Occasionally required
Fixed Term Contract (12-month programme)	Number of Interns: 2
2. Purpose of Job:	
To provide graduates with an opportunity to acquire practical work experience and exposure to workplace practices through mentorship, coaching and assisting within the relevant department.	
3. Duties and responsibilities	
<p>Marketing:</p> <p>The Graduate intern will gain exposure by assisting the Marketing Team in the following areas:</p> <ol style="list-style-type: none"> 1. Provide support to the Brand Manager in the function of promoting SA Rugby by aligning brand and property campaigns to the organisation's broader goals 2. Assist in the planning and delivering brand and property campaigns 3. Assist in event/sports presentation delivery to maximise their impact 4. Provide input in Identifying and acting on PR opportunities to promote SA Rugby properties where budget may be minimal or absent 5. Play a supporting role by observing and learning about Relationship management for internal and external stakeholders which ensures delivery of campaigns and the enhancement of SA Rugby's reputation 6. Assist with general administration duties and office requests <p>Commercial:</p> <p>In this area, the Graduate intern will be equipped with abilities pertaining to:</p> <ol style="list-style-type: none"> 1. Coordinating with marketing and events teams to deliver sponsor activations and matchday experiences 2. Ensuring that contractual obligations are fulfilled (e.g. signage, digital exposure, VIP access) 3. Maintaining and updating the sponsor partner portal under the direction of a mentor 4. Accessing data for the preparation of reports on account performance, ROI, and client feedback 5. In Supporting the commercial rights delivery team 6. Attending commercial events to observe and learn about the activities taking place 	

4. Experience & Expertise (Typical educational qualifications & experience)

Educational background

- Bachelor's degree Marketing, Sports Marketing or equivalent relevant qualification.

Experience (years and nature)

- No prior work experience is required.

5. Key Competencies

- Initiative & Willingness to learn
- Attention to detail
- Passion for sporting environment
- Ability to work in a pressurised environment
- Computer Literacy (MS Word, MS Excel, MS Outlook)
- Interpersonal & Relationship management skills
- Planning, organising and coordination skills
- Problem solving skills
- Communication skills