



**CHARTERHOUSE**  
LAGOS



**SOCIAL MEDIA INTERN**



### Social Media Intern

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a motivated and detail-oriented Social Media Intern to support our Media and Communications Team to enhance online communication efficiency, strengthen our social media strategy, and support the continued growth of Charterhouse Lagos Social Media pages.

### Job Description

Position: Social Media Intern  
Reporting to: Media and Communication Specialist  
Position Type: Temporary Fixed-Time Contract

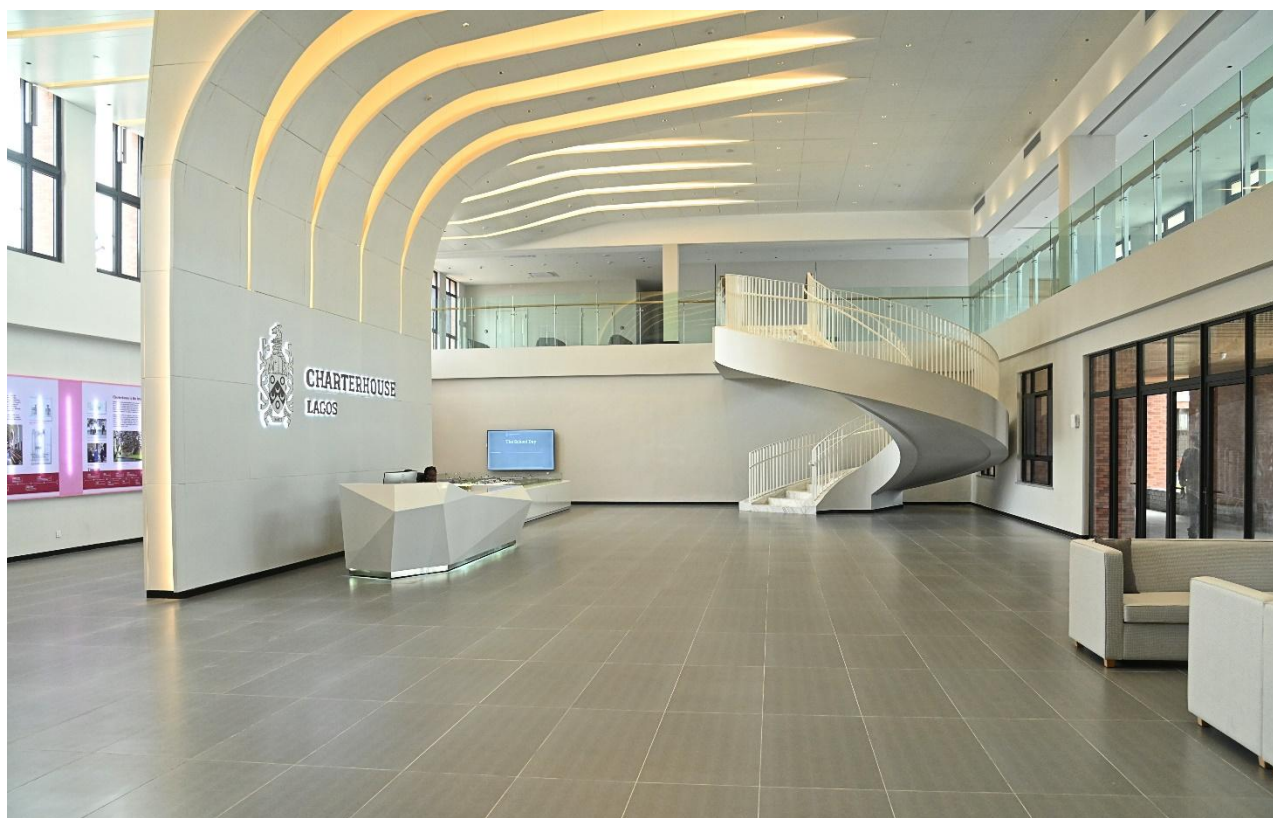
**Role Overview:** This internship is an excellent opportunity for individuals interested in social media and marketing communications to gain hands-on experience in a dynamic professional environment, supporting content creation, social media page management, analytics, and administrative media tasks.

*Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.*





<b>Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Bachelor of Mass Communication or Marketing with a minimum of 2.2 CGPA.	Yes	
Minimum of 1 year of experience managing social media platforms in a corporate or professional environment.	Yes	
<b>Skills &amp; Competencies</b>		
Experience in video editing and shooting.	Yes	
Proficiency in content creation tools such as CapCut, Spring, Canva, and other video editing applications.	Yes	
Ability to script, write and create engaging storytelling for short-form video content.		Yes
Excellent organisational skills and attention to detail.	Yes	
Strong understanding of social media platforms and trends, with the ability to create timely and engaging content.		Yes
<b>Personal Attributes</b>		
Self-motivated and goal oriented.	Yes	
Friendly and professional demeanour.	Yes	
Passion for content creation and genuinely enjoys the work.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
Ability to maintain a professional demeanour.	Yes	





<b>Key Responsibilities</b>	
<b>1</b>	<b>Content Creation &amp; Management:</b>
i	Creating and editing engaging photo and video content for social media platforms.
ii	Assist with content scheduling and publishing across platforms.
iii	Assist in maintaining a content calendar and ensuring timely delivery of posts.
<b>2</b>	<b>Social Media Monitoring &amp; Engagement:</b>
i	Monitoring social media pages and responding to comments, messages, and enquiries.
ii	Tracking trends and suggesting relevant content ideas.
iii	Engaging with the online community to grow audience interaction.
<b>3</b>	<b>Analytics &amp; Reporting:</b>
i	Tracking content performance (reach, engagement, impressions).
ii	Supporting optimisation of content based on performance data.
iii	Assist in preparing social media reports and insights.
<b>4</b>	<b>Administrative &amp; Creative Research Support:</b>
i	Assist with content planning and campaign execution.
ii	Carry out monthly research on media updates and social media trends.
iii	Organising and maintaining media assets (photos, videos, graphics).
<b>5</b>	<b>Internal Coordination:</b>
i	Collaborating with the Media and Communications team on content ideas and campaigns.
ii	Ensuring proper documentation and storage of scripts and video contents.



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

### **About our School**

We opened in September 2024, and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School Stem Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will

bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2 with the secondary school facilities is now completed, Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



## **TERMS AND CONDITIONS**

### **Contract**

This is a temporary fixed-time contract position. The post will be considered probationary for a period of up to 12 months. Working hours will be hybrid, full year with occasional evenings and weekends as required.

### **Salary**

Competitive

### **Benefits**

#### **Professional Development**

Professional and international working environment, professional development and training opportunities.

#### **Health Insurance**

HMO coverage for employee.

#### **Meals**

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

#### **Holiday**

The holiday year runs from August - July, in line with the academic year and entitlement is 10 days annual leave, usually taken in the school holidays. Leave may only be taken upon completion of six (6) months of continuous service. This leave is in addition to Federal Public Holidays.

#### **Fitness Centre Membership**

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

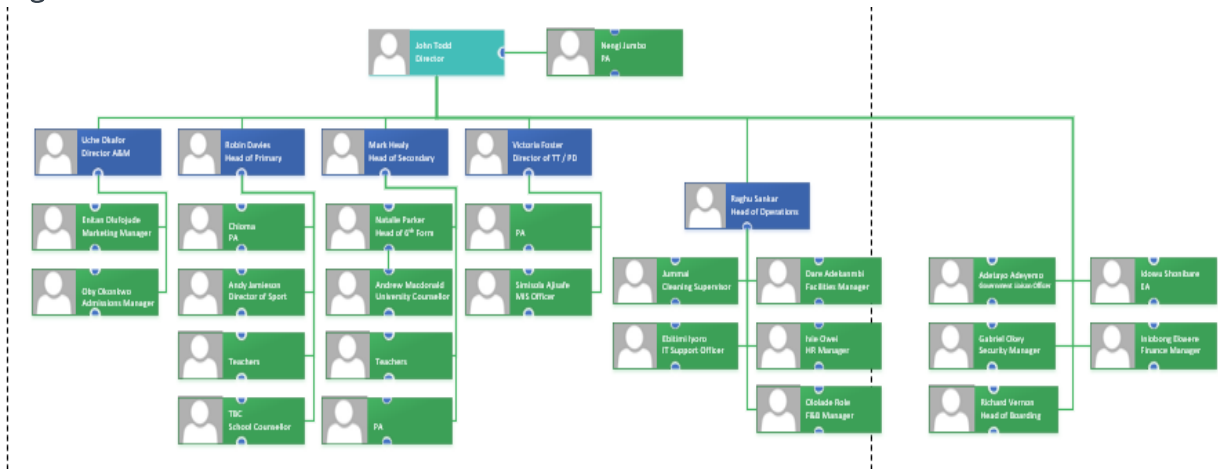
#### **Pre-Employment Checks**

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



### Organisation Chart:



### ***Safeguarding***

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

### ***Data Protection***

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

### ***Diversity, Equality and Inclusion***

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.