



## **Fundraising and Communications Intern**

### **Role Description and Person Specification**

<b>Place of Work:</b>	Bethnal Green, London, E2 9DA
<b>Reports to:</b>	Fundraising, Finance and Communications Officer (FF&CO)
<b>Timeframe:</b>	Minimum six months
<b>Hours:</b>	Two days a week (from 10am to 5pm Monday - Friday) The days you work are up to you, and can be flexible
<b>Start date:</b>	W/C 29 <sup>th</sup> April 2019 (interviews 25 <sup>th</sup> or 26 <sup>th</sup> April)
<b>Closing Date for Applications:</b>	Monday 22 <sup>nd</sup> April 2019 (11.59pm)
<b>Salary:</b>	Unpaid – Travel (up to £7.30) and lunch (up to £4.50) expenses will be reimbursed daily

Interested in International Development? Want to be part of a growing organisation that is changing the lives of children in Colombia? You might be just who we are looking for!

Children Change Colombia is looking for an enthusiastic intern who can commit to spending **2 days a week** in our London office for a **minimum of 6 months**. Days and hours worked each week can be flexible, and can be arranged in advance with your line manager.

### **About Children Change Colombia**

Children Change Colombia is a UK registered charity with 28 years' experience in defending children's rights in Colombia. Today we are the UK's largest charity working exclusively in Colombia. We work with children whose rights to a safe, happy childhood, and a fulfilling future, are threatened by poverty, inequality and violence. We work with the children most at risk, to keep them safe and defend their rights in the long term, to tackle neglected issues that few others address and to strengthen children's organisations.

Through local partnerships, we currently work on four **neglected issues**:

- sexual and gender-based violence (including conflict related sexual violence)
- commercial sexual exploitation
- recruitment into armed groups and reintegration into society of former child soldiers
- mining

We believe that, with a knowledge of their rights and the confidence to assert them, children can transform their own lives, their communities and Colombia itself.

We are a small and lively organisation and you will quickly become an essential part of our friendly team, involved in all areas of discussion and supporting the many areas of our work.

### **Purpose of the Role**

The Children Change Colombia internship will give you a broad range of experience covering many aspects of working for a small charity - the perfect springboard to finding a job in the not-for-profit sector.

#### Fundraising:

- Work closely with the Fundraising Finance & Communications Officer on the organization of our annual sponsored walk in Richmond Park. Tasks include:
  - Coordinating the production of stewards packs, walkers information packs and other materials
  - Liaising with key supporters and contacts to promote the event
  - Assisting with the registration of walkers and the monitoring of their fundraising progress
  - Sending thank you letters to event attendees after the walk
  - Entering new contacts on the Children Change Colombia DB and following up
- Contribute to our Donor Development strategy by helping us to keep our donor database up to date
- Engage current and new donors by communicating with our supporters, engaging new standing order donors and current supporters with new fundraising ideas.
- Nurture and develop our relationship with all active churches and schools. Sending bi-annual newsletter and thanking any donations.
- Reach out to potential churches and schools online and through newsletter mailings
- Thank donors
- Assist with the mailing of our bi-annual newsletter and Christmas Appeal
- Take the lead in developing your own fundraising projects to support and promote Children Change Colombia, with support from the Fundraising Team

#### Communications:

- Engage with supporters through Children Change Colombia social media pages (Facebook, Twitter and Instagram posts and stories)
- Contribute to the production of material for our website
- Create content for our Star Supporters blog
- Creating stories for Instagram and Facebook
- Ad hoc translations (if you are interested)
- Admin support as and when needed

### **Person Specification**

This internship is ideally suited to someone with an interest in development or related fields, communications and event management who is looking to complement their studies with practical experience of the charity sector, or someone working part-time looking to gain more experience in the not-for-profit sector.

## Skills & Experience

### Essential

- Enthusiasm and a commitment to our work
- Desire to gain experience in a small charity
- Good knowledge of MS Excel and Word, and the ability to learn to use database (CRM) and website editing software (CMS)
- Proactive and able to use own initiative
- Good attention to detail
- Good organisational skills
- Good communication skills, oral and written
- Ability to work with a team and independently
- Fluent English - spoken and written
- Experience using social media including Instagram, Twitter and Facebook

### Desirable

- An interest in international development
- Previous administrative experience
- Experience organising events
- Knowledge of Spanish language
- Knowledge of Colombia
- Knowledge and/or experience with social media analytics

### Child Protection

Please note that successful candidates will be expected to accept and commit to Children Change Colombia's Child Protection Policy.

### Application Process

To apply please send your CV (2 pages max) and a short cover letter (1 page max) to [grace@childrenchangecolombia.org](mailto:grace@childrenchangecolombia.org). In the cover letter **please state clearly why you want this role and the skills and experience you possess relevant to this post and how you meet the person specification.**

We will acknowledge all applications, but to minimise administrative costs we cannot guarantee detailed feedback if you are not selected.

Children Change Colombia is committed to equality of opportunity and to non-discrimination for all applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.

Interviews will be taking place **on the 25<sup>th</sup> of 26<sup>th</sup> of April 2019** at our London office. Unfortunately, we are unable to hold interviews via Skype or phone.