



## **Fundraising and Communications Intern - 2024**

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

Place of Work: Work from home and support some events in London

Reports to: Fundraising and Communications Manager

Timeframe: Minimum three months, preferably 6 months

Hours: Two days a week (14 hours) Monday – Friday. The days you work are up to you and can be flexible

Remuneration: Lunch expenses £7 per worked day

Deadline for applications: 22 July 2024

Interviews: 25-26 July 2024

### **About Children Change Colombia**

With 33 years' of experience, Children Change Colombia is 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 are currently addressing the following neglected issues facing children and young people:

- Recruitment into armed groups and reintegration into society
- Sexual and gender-based violence,
- Exclusion from education

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.

Website: [www.childrenchange colombia.org](http://www.childrenchange colombia.org)

30 years video: <https://www.youtube.com/watch?v=BzF99KdXer4&t=74s>

## **Purpose of the Role**

The Children Change Colombia Fundraising and Communications 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. We are looking for someone who likes design, social media and working with communities.

## **Job Description**

### Communications

Help with creating content for our social media channels (Instagram, Facebook, LinkedIn and Twitter)

Devise social media strategies to increase audience engagement.

Contribute to producing material for our website, including writing blog articles.

Support in producing communications materials that could include, videos, presentations, blogs, social media posts, newsletters, and internal reports.

Ad hoc Spanish translations (if you are interested)

Admin support as and when needed.

### Fundraising

Work on donation campaigns, devising new fundraising strategies such as organising virtual fundraising events and campaigns.

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 new relationships with individual and corporate donors.

Contribute to donor retention by informing and thanking all contributors.

Assist with the mailing of our bi-annual newsletter

Take the lead in developing your own fundraising projects to support and promote Children Change Colombia, with support from the Fundraising Team.

Proof-reading fundraising applications to donors.

### **Person Specification**

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

### **Required Qualifications**

Education:

Enrolled in the final year of a bachelor's degree programme, or have completed such programme in the year preceding the application, in Communications, Media or Design.

Experience:

Not required.

Languages:

Excellent command of English. Spanish is highly desirable.

### Essential

Enthusiasm and a commitment to our work

Desire to gain experience in a small charity

Experience using social media including Instagram, LinkedIn, Twitter and Facebook

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

## Desirable

An interest in international development, human rights and/or humanitarian aid.

Previous administrative experience

Experience organising events

Knowledge of Spanish language

Knowledge of Colombia

Knowledge and/or experience with social media analytics

Lives in London or surrounding areas

## 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 to [juan.hernandez@childrenchange colombia.org](mailto:juan.hernandez@childrenchange colombia.org) your CV (1 page max), a short cover letter (1 page max) and at least one of the following:

- Article you have written for publication online (Non-academic).
  - Any digital content you have designed for a campaign or event.
  - Social Media account you have managed
  - Personal social media account.
- . 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 preselected for interview. 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.