



Terms of Reference:

Communications and Fundraising Intern for Children Change Colombia

Position: Fundraising and Communications Intern - 2025

Place of Work:

- Primarily work from home
- Support required at some events in London

Reports to:

- Communications Officer

Timeframe:

- Three (3) to six (6) months

Hours:

- Two days a week (14 hours)
- Monday – Friday
- Hour distribution to be arranged with the team

Remuneration:

- Lunch expenses £7 per worked day

Purpose of the Role:

The Children Change Colombia Fundraising and Communications internship aims to provide comprehensive experience in the Communications and Fundraising sectors of a small charity. The role encompasses website management, content planning and production for social media, and support for overall digital communication materials for the charity.

Job Description:

Communications Responsibilities:

1. Content Creation:

- Assist in creating content for social media channels (Instagram, Facebook, LinkedIn, Twitter).
- Contribute to the development of social media strategies to boost audience engagement.
- Generate content for the website, including writing blog articles.

2. Communications Materials:

- Support the production of various communication materials, such as videos, presentations, blogs, social media posts, newsletters, and internal reports.
- Support the updates of communication materials according to the new brand guideline.
- Provide Spanish translations if interested and capable.

3. Website Management:

- Assist in updating the website content in English and Spanish.
- Support updates of the website according to the new brand guidelines.
- Review digital channel data analytics and propose strategy improvements.

4. Administrative Support:

- Provide administrative support as needed.

Fundraising Responsibilities:

1. Campaigns and Events:

- Assist in donation campaigns by creating new fundraising communication materials.
- Support event-related fundraising activities.

2. Donor Engagement:

- Engage with current and new donors by providing updated materials with relevant information for them.
- Contribute to donor retention by informing and thanking all contributors.
- Assist in the distribution of the bi-annual newsletter.

3. Independent Projects:

- Lead the development of personal fundraising projects to support and promote Children Change Colombia, with guidance from the Fundraising Team.

The Communications and Fundraising Intern will play a vital role in supporting the mission of Children Change Colombia by enhancing our communication strategies and fundraising efforts. This position offers a unique opportunity to gain hands-on experience in a dynamic and impactful charity environment. The intern will work closely with the Communications and Fundraising Manager and other team members, contributing to the overall growth and success of the charity's initiatives.

Application Process

To apply please send your CV (2 pages max) and a short cover letter (1 page max) to victoria.cornelio@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. Please refer to the internship name in the subject of your email.

Closing Date for Applications: Wednesday January 29th 2025

Online interviews: Monday February 3rd 2025

We will acknowledge all applications, but to minimise administrative costs we cannot provide feedback if you are not preselected for an 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. We particularly encourage applications from people with diverse Sexual Orientation and Gender Identity (SOGI), as well as Black, Asian and Minority Ethnic (BAME) candidates and people with disabilities. Diversity is not just a legal requirement for us, but the value found in our differences adds enormously to our work and enriches our lives.