



A world of
children in families

Care for Children

Fundraising and Communications Intern

Deadline: April 15th 2023

Location: Norwich (On-site)

Remuneration: Unpaid role, expenses paid

Hours: 7 hours per day, 2 days per week

Duration: 6 months

Job description

We are looking for an enthusiastic intern with a keen interest in international development and a desire to gain experience in fundraising and communications. You will support the work of the Fundraising and Communications team and when required from time to time the wider team. This role will enable you to develop your communication and research skills in a fundraising context and build an understanding of working in the child rights and international development sector.

If you're interested in learning about trust fundraising, writing and developing content, or about how the charity sector works, then this role is perfect for you.

Responsibilities and areas of work

This role is ideal for someone wishing to learn, develop their skills and take on immediate responsibility, work closely with a diverse, multi-talented team of fundraising and communications staff, and play an important part in supporting our mission. For the next 6 months, the role will particularly support the Fundraising and Communications team to deliver fundraising campaigns, writing and disseminating news updates to current supporters, and carrying out in-depth research into new funding. Specific tasks will be agreed once the successful candidate is appointed.

1. **Communications.** Working with the Communications team, developing content for the website, drafting Mailchimp email updates to supporters, and supporting other areas of work including strengthening Care for Children's presence on social media and generating news stories.
2. **Fundraising and marketing.** Conducting desk research and analysis, contacting potential trusts and foundations, and helping with data management to support fundraising activity.
3. **Other duties.** Other activities that may be reasonably requested include, but are not limited to, data inputting, answering phones and general administration to support the work of the organisation.



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This position will allow the successful candidate to:

1. Gain a deeper understanding and practical experience of working in the charity sector, and more specifically about Care for Children's work and international development.
2. Grow skills across many areas of charity work, including fundraising, communications, supporter care and international development.
3. Develop and improve research and writing skills for a variety of audiences and purposes

Person specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

Education/Qualifications/Experience

- Educated to A level standard or equivalent.
- Educated to degree level or equivalent*.

Skills/Competencies/Personal Qualities

- Excellent written and verbal communication skills, with experience in writing for different audiences, including online.
- Dedicated, willing to learn and committed to high professional standards.
- Strong organisational skills. Effective time-management with the ability to prioritise multiple tasks to ensure deadlines are met.
- Ability to work independently and proactively.
- Robust, 'can-do' attitude that thrives on challenges.
- A willingness and readiness to support colleagues.
- Adept in use of MS Office, incl. good working knowledge of Word and Excel,
- Good level of IT literacy, including use of social media tools, and quick to learn to use new software or tools.
- Adept in Mailchimp*.
- Commitment and passion for Care for Children's mission.

How to apply

Please send a CV and cover letter (no more than 1,000 words) stating why you would like the role and how you meet the requirements set out in the person specification to James Paul: james@careforchildren.com