



# AbleChildAfrica

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## Programmes Intern

### Job Description and Person Specification

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[www.ablechildafrica.org](http://www.ablechildafrica.org)

A Company Limited by Guarantee, Reg in England and Wales, no. 1861434  
Patrons: Dame Evelyn Glennie, Keith Nethercot, Anne Wafula Strike

## Summary

AbleChildAfrica is a UK based charity working with and alongside partner organisations in Africa to achieve equal rights for children and young people with disabilities. We are the leading UK charity working exclusively with and for children with disabilities in Africa. The children we work with are some of the world's most vulnerable children. We are currently seeking a driven and passionate voluntary intern to support our overseas programmes and international influencing work streams.

## Job Description

**Location:** Central London- Elephant & Castle (we are due to relocate in December 2018 - this is likely to be in either Brixton, Vauxhall or Southwark)

**Hours:** 2-3 days per week (Monday-Friday), but hours are flexible

**Duration:** We require a minimum commitment of 6 months, with the possibility for extension

**Reporting to:** Programmes Officer

**Salary:** This position is unpaid and voluntary, although reasonable expenses will be covered. We are committed to the quality of the internship program we offer. The successful candidate will be provided with a tailored mentoring programme and genuine learning and development opportunities. We are also committed to flexible working arrangements and hours to fit around other commitments.

## Job Purpose

1. Support the Programmes Team with general administration and active project management.
2. Support the Programmes Team to develop and secure funds for new and existing projects.
3. Support the Programmes Team with other duties and responsibilities, as required.

## Main Duties and Responsibilities

The duties listed below will be tailored to meet the learning objectives of a successful internship candidate. If you have a particular interest in developing skills not directly listed below, please ensure these are highlighted in your cover letter.

### **Support the Programmes Team with general administration and active project management**

- Support the Programmes Team with general administration tasks; this will primarily include entering information relating to grants and donors into Salesforce.
- Support the Programmes Team in managing active projects including coordinating activities with partners in Africa, reviewing financial and narrative reports, and supporting project delivery and monitoring and evaluation activities.

### **Support the Programmes Team to develop and secure funds for new and existing projects**

- Support the Programmes Team with the design of small projects. This may include consultation with partners, designing activities, budgeting, creating timelines for delivery and monitoring & evaluation planning.
- Support the Programmes Team with comprehensive research into funding opportunities for small grant applications for trusts and foundations and large institutional applications.
- Develop and write funding proposals for trusts & foundations to secure funds for AbleChildAfrica projects.

### **Support the Programmes Team with other duties and responsibilities**

- Support the Programmes Team to raise the profile and voice of AbleChildAfrica through writing social media posts, blogs and news pieces relating to the Programmes Team's work.
- Undertake research to support programme learning.

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## Person Specification

The ideal candidate will have a genuine interest in working in the charity sector and a background in international development. An interest in disability and Africa are highly desirable.

### ESSENTIAL

- An understanding of, and commitment to, AbleChildAfrica's vision, mission, values and approach.
- Experience of successfully planning and implementing a project from start to finish (in any capacity).
- Excellent oral and written communication skills; ability to tailor these to different audiences.
- Computer literate across MS Office applications.
- High level of personal integrity and commitment.
- Innovative, creative, critical thinker, problem solver.
- Excellent time management and organisational skills; ability to work as part of a team and under own initiative to prioritise and manage varied workload and competing priorities; attention to detail, driven, motivated, and hard working.
- Desire to advance personal career prospects and to learn, develop and advance skills. Willingness to reliably commit time & energy to do so.

### DESIRABLE

- Lived experience of being a person with a disability.
- Experience, interest in or commitment to a career in international development, child rights and/or disability.
- Knowledge and understanding of the issues affecting children with disabilities in Africa.
- Experience using social media, blogs and/or writing of news pieces.
- Experience of researching and writing funding applications.

**We particularly encourage applications from people with disabilities and people with direct experience of living or caring for people with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview.**

## How to Apply

Your application should include a tailored CV of no more than 2 sides of A4 and a supporting statement of no more than 1 side of A4. Your supporting statement should highlight your interest in AbleChildAfrica and your motivation for undertaking this voluntary internship. Please detail your relevant experience, ensuring this is in line with the above job description and person specification. Please also detail your availability, including your preferred start date if appointed and preferred duration of the internship. Applications will not be considered if incomplete or do not follow the above guidelines.

Please send your application to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by 14th September 2018. Suitable candidates may be contacted ahead of the closing date and incomplete applications will not be processed. Interviews will be held between Friday 21<sup>st</sup> and Tuesday 25<sup>th</sup> September, so please indicate your availability for an interview on these days, if shortlisted, in your covering email.

This is a UK-based post and applicants must have the right to volunteer in the UK. If applicable, please detail your visa status in your covering email.

AbleChildAfrica is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010.

Please note, given the small size of the team we are unable to offer feedback to unsuccessful applicants prior to the interview stage.

Additional information about the organisation is available at [www.ablechildafrica.org](http://www.ablechildafrica.org).

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