



AbleChildAfrica

Programmes Intern

Job Description and Person Specification



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 registered charity that works to secure equal rights for children and youth with disabilities living in Africa and supports them to fulfil their full potential. This is achieved by working in partnership with locally registered and independent African organisations to provide direct services as well as by engaging in advocacy and influencing work in the UK and internationally. With 35 years of experience, AbleChildAfrica is the leading NGO working exclusively with, and on behalf of, children with disabilities in Africa, some of the most marginalised children in the world. We are now seeking a driven and passionate voluntary intern to support our overseas programmes and International influencing work streams.

Terms and Commitment

Location: Brixton - Central London

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, although reasonable expenses will be covered. AbleChildAfrica is committed to the quality of the internship programme 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 to develop and secure funds for new and existing projects
2. Support the Programmes Team to manage active projects

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 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 to manage active projects

- Support the Programmes Team in managing active projects including coordinating activities with partners, reviewing financial and narrative reports, grant management and keeping up-to-date records of project activities.
- Support the Programmes Team with general administration tasks, such as entering information into Salesforce.

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 is highly desirable. **Candidates with a disability are particularly encouraged to apply and those meeting the essential criteria are guaranteed an interview.**

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • 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. • Ability to work both independently & as part of a team as the task requires; driven, motivated, hard working. • 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 under own initiative to prioritise and manage varied workload and competing priorities; attention to detail. • Desire to advance personal career prospects and to learn, develop and advance skills. Willingness to reliably commit time & energy to do so. 	<ul style="list-style-type: none"> • 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 • Lived experience of being a person with a disability.

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 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.

Please send your application to jobs@ablechildafrica.org.uk by **Friday 31st May 2019**. Suitable candidates may be contacted ahead of the closing date and incomplete applications will not be processed. Interviews will be held on the 5th and 6th June 2019. Please indicate your availability for an interview on those days, if shortlisted, in your covering email.

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

As a member of the double tick programme, we actively encourage applications from people with disabilities and those meeting the minimum criteria will be offered an interview.

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.**



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