Network and Projects Intern
Role Description and Person Specification

Job summary

As Network and Projects Intern you will help develop CSC’s network of members by identifying opportunities to strengthen and grow the network. You will have the opportunity to support on a range of tasks including researching and recruiting new members, maintaining and updating membership databases, increasing CSC’s social media presence and direct support with CSC projects with partner organisations.

- **Working hours:** part-time (3 days per week), flexible timing
- **Location:** CSC’s offices in Bethnal Green
- **Expenses:** This is an unpaid volunteering opportunity. Expenses reimbursed to a flat rate of £20 per day
- **Reporting:** Direct report to the Senior Network and Communications Officer
- **Duration:** Six months preferred but flexible, minimum three months

About Consortium for Street Children

The Consortium for Street Children (CSC) is the global Network of organisations working to change the world for street children. We do this by working together on advocacy, research and innovative projects to support street children and improve their lives. We have 130+ members working in 130 countries around the world.

For more information, visit [www.streetchildren.org](http://www.streetchildren.org).

Specific responsibilities

1. **Help grow and strengthen the CSC network**
   - Be the first point of contact for membership applications
   - Help process membership applications
   - Respond to enquiries from new and existing network members, passing on to other team members where necessary
   - Map existing and potential network members and research areas of network expansion
   - Assist with member communications
   - Support network events where necessary including helping to organise webinars, workshops, conferences and network meetings
   - Input and update information on members and potential members

2. **Support with CSC’s global International Day for Street Children campaign**
   - Support with communications to the network on the campaign to facilitate increased engagement
   - Research opportunities for increased social and traditional media reach
   - Support with updates and evaluation reports for the network and our funders
3. Support the maintenance of CSC’s online presence
   - Create appropriate, relevant and engaging content for CSC’s social media channels
   - Monitor social media and digital news sources
   - Create regular social media reports to contribute to CSC’s social media evaluation
   - Draft copy for a range of audiences for news items, newsletters, and social media

4. Support CSC’s projects
   - Support in editing content (videos, audios, photos) from workshops held by CSC partners for uploading on our digital platform
   - Administrative support to the Senior Grants and Projects Officer with projects with multiple partners across Asia, Africa and Latin America

5. Other
   - Carry out any other duties within the scope, spirit and purpose of the job
   - Abide by all CSC Policies, Regulations and Procedures

As duties and responsibilities change, this job description will be reviewed and amended in consultation with the Senior Network and Campaigns Officer

Skills and areas you will develop:

- Knowledge of the street-connected child and international child rights sectors
- Understanding of rights based approaches to keeping children safe
- Understanding of international advocacy initiatives
- Understanding of network strategy approaches and relationship building
- Use of Customer Relationship Management (CRM) systems such as Salesforce
- Use of Content Management System (CMS) such as WordPress and how to make website edits
- Strategic use of social media and understanding of analytics to measure impact
- Business development and membership growth
- Organisation of events
- Administration and data management

Person specification

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<th>Criteria</th>
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<tr>
<td>Experience</td>
<td>• Some office-based administration</td>
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<td>• Use of social media for campaigning / marketing purposes</td>
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<td>• Experience of working with a membership organisation / network / NGO (desirable)</td>
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<td>Skills and abilities</td>
<td>• Excellent interpersonal and communication skills</td>
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<td>• Excellent oral, written and presentation skills</td>
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<td>• Excellent attention to detail</td>
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<td>• Organised and proactive, able to work on projects independently when required</td>
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<td>• Team player with adaptable and pragmatic approach to work</td>
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<td>• Excellent IT skills and ability to learn new programmes quickly.</td>
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<td>Knowledge</td>
<td>• Some knowledge about human rights (knowledge of children’s rights desirable)</td>
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<td>• Communications tools / techniques for different audiences</td>
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<td>Training/Education</td>
<td>• Degree level or equivalent</td>
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<td>Other requirements</td>
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<tr>
<td>• Commitment to realising street-connected children’s rights</td>
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<td>• A commitment to CSC’s Safeguarding and Child Protection Policy</td>
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<td>• A self-starter who is keen to be part of a small team making a big difference.</td>
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<td>• Spanish language skills (desirable)</td>
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To apply for this role, please email the following to Jessica Clark at jessica@streetchildren.org by midnight Thursday 12th March;

- Your CV;
- A cover letter (no more than two sides of A4) detailing your suitability for this role; and
- Contact details (name, relation to you, email address, and phone number) of two referees

Please note that we won’t be able to provide a certificate of sponsorship/visa for this role, so you must have the right to work in the UK.

We aim to hold interviews the week beginning 16th March, with a view to the successful candidate starting the following week.