Project Intern: COVID-19 Emergency Response
Role Description and Person Specification

Job summary

As Project Intern you will help to coordinate CSC’s emergency response grant programme, channelling funding to our network members who are directly working with street children affected by COVID-19.

As the COVID-19 pandemic impacts the health, economies and free movement of communities around the world, street children are more at risk than ever. At this critical time, you will support the team to set up and coordinate a new programme to strengthen direct services for street children, as well as supporting our existing projects, helping street children around the world to access their rights.

- **Working hours**: Part-time (3 per week), depending on candidate availability. Flexible timing
- **Location**: Home-working. This may transition to working from CSC’s offices in Bethnal Green when restrictions are relaxed
- **Expenses**: This is an unpaid volunteering opportunity. Expenses reimbursed to a flat rate of £20 per day
- **Reporting**: Direct report to the Senior Grants and Projects Officer
- **Duration**: Six months preferred but flexible, minimum three months

About Consortium for Street Children

Consortium for Street Children (CSC) is the global network that raises street children’s voices, promotes their rights and improves their lives. We do this through advocacy, research and network development. We have 140+ members working in 130 countries around the world. Our Network comprises small and grassroots NGOs, large international NGOs.

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

Specific responsibilities

1. Assist with CSC’s COVID-19 Emergency Response Programme

COVID-19 disproportionately affects the world’s most vulnerable people - and street children are no exception. CSC is planning to launch a programme of sub-grants to selected members of our global network to support and strengthen on-the-ground services such as drop-in centres, shelter and healthcare, helping them respond to increased demand.
You will support the Senior Grant and Project Officer across all areas of the grant cycle, including application shortlisting, due diligence, contracting, reporting, monitoring and communications support.

Specifically, you will:

- Develop an understanding of CSC's project-based work
- Be the first point of contact for application enquiries, passing on to other team members where necessary
- Help process and applications for funding and coordinate shortlisting
- Undertake desk research Monitor timely completion of reports on potential partners, presenting findings in accessible format
- Provide administration and database support
- Assist with partner, project and donor communications around project successes and key dates
- Help to organise regional calls, meetings and input into workshops and webinars

2. Support CSC’s other projects

- Provide administrative support to the Senior Grants and Projects Officer for projects with multiple partners across Asia, Africa and Latin America
- Coordinate project meetings, taking minutes and follow up with actions
- Monitor the project pages of the website to ensure they are up to date
- Provide updates and information on projects as and when required.

3. Other

- Provide general administrative support to colleagues as and when required
- Carry out any other duties within the scope, spirit and purpose of the job
- Abide by all charity regulations and CSC policies and procedures.

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

Skills you will develop:

- Understanding of project cycle, project management skills and sub-granting processes in an international development / human rights context
- Knowledge of the street-connected child and international child rights sectors
- Understanding of rights based approaches to keeping children safe
- Understanding of direct service delivery initiatives in emergency and non-emergency settings
- 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
- Administration, data and team coordination.

**Person specification**

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<th>Criteria</th>
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<td><strong>Experience</strong></td>
<td>● Some office-based administration <em>(desirable)</em></td>
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<td>● Experience of working with an NGO / INGO <em>(desirable)</em></td>
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<td><strong>Skills and abilities</strong></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><strong>Knowledge</strong></td>
<td>● Some knowledge about human rights <em>(knowledge of children’s rights desirable)</em></td>
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<td>● Communications tools / techniques for different audiences</td>
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<td><strong>Training/Education</strong></td>
<td>● Degree level or equivalent work experience</td>
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<td>● Additional language skills <em>(desirable)</em></td>
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<td><strong>Other requirements</strong></td>
<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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To apply for this role, please email the following to Lucy Rolington at recruitment@streetchildren.org by **Midnight 7th July 2020**:

- 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 (this can be part of your CV or cover letter)

We aim to hold interviews the following week on Monday 13th July.

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.