



Internship within NGO (London, UK)

One to One Children's Fund (www.onetoonechildrensfund.org) is a small charity working at a grassroots level, in partnership with local communities, professional services and volunteers, to create programmes that empower local people, contribute to long term sustainability and introduce new ways of improving the welfare of children and families. Currently, One to One Children's Fund implements programmes in Africa, Kosovo, Israel and Palestine. One to One Children's Fund has an internship programme for individuals to gain valuable experience in an NGO environment working in international development.

Our interns are asked to take on a wide variety of tasks such as project assistance, report writing, event organisation and administration. The role includes:

- Supporting several staff members across different departments
- Drafting correspondence, daily monitoring of email and post, and updating communications including website, newsletter and social media.
- Assistance in the organisation of events and post-event administrative tasks, in particular donor care.
- Providing project assistance, including writing for donor reports and newsletters, and the organisation of field travel.
- Conducting research and providing assistance in the completion of funding applications.
- Liaising with and meeting project partners where relevant.
- Answering the phone and greeting visitors to the office
- General administrative tasks, including minute taking, database management and filing.

Requirements:

- Good working knowledge of computers and MS Office, and can adapt well to new software. Experience of databases and Social Media an advantage.
- Fluent level of written and spoken English.
- Good communication skills, able to be professional in person, on phone and over email.
- Ability to multi-task.
- Ability to work independently, but also a good team player.
- Willingness to undertake administrative work
- Good attention to detail
- Resourceful and show initiative
- Interest in the charities aims and goals
- Keen to learn
- Experience of an office environment a bonus.

Terms of Engagement

One to One Children's Fund internships are unpaid. We are able to reimburse expenses at £10 per day . We only accept interns who are available to commit themselves for a minimum period of 3 months and are able to commit to a minimum of 3 or preferably 4 days per week. Hours are from 09.00 – 17.00.

Please send your CV through to Lynne Gilbert: hr@onetoonechildrensfund.org.

One to One Children's Fund

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