Internships

Role Information and Person Specification

*Fixed-term internship until 31 March 2017 at Family and Childcare Trust*

*London Living Wage (£9.40 per hour)*

*Location: Southwark, London*

*Full-time or part time, core office hours are 10am-4pm Monday to Friday.*

Family and Childcare Trust is a charity that aims to make the UK a better place for families, through research, campaigning and information provision, and working with government, employers and parents to reduce pressures on family life.

Family and Childcare internships offer an exciting opportunity to join one of the UK’s leading family charities for a 6 month placement. Our scheme enables you to gain valuable work experience and develop the valuable skills needed to kick start your career.

All of our internships provide a memorable insight into the way a small charity operates as well as having a genuine impact on our work to transform the lives of families across the UK.

The scheme runs twice a year, is paid and aimed at undergraduates, graduates and those looking to change careers.

Our interns are given genuine responsibility and real projects to work on. We recognise that your decision to do an internship with us is an investment in your future career and we want to ensure that this decision is justified.

We offer four roles in different specialist areas: fundraising, policy and research, communications and campaigns and policy and public affairs.

**Policy and public affairs internship**

This role will focus on contributing to the Family and Childcare Trust’s policy and public affairs work and providing flexible support for the external affairs team. The Family and Childcare Trust produce high quality research on childcare and family life, and use this research to call for policy change to better support families. We are looking for someone with some knowledge and an interest in developing their skills in achieving social change through political engagement.

This role’s responsibilities may include, for example, supporting policy and research projects, responding to consultations, drafting briefings, monitoring relevant parliamentary activity and organising parliamentary events, including supporting the Parents and Families APPG. Flexibility is vital for the role, which will involve both hands on public affairs work such as organising events or meeting with MPs and desk-based research and writing. This role requires excellent organisational skills, particularly around event organisation. It also requires the ability to write concisely, accurately and persuasively.

**Fundraising internship**

This role will assist the Business Development Team with research, admin and a variety of other associated tasks in the development of business opportunities across the team and company where required.

The role will be responsible for overseeing publications including:

* Responsible for responding to any publications enquiries.
* Liaise with finance regarding any publications orders ensuring no orders are dispatched unless payment has been made and funds have cleared.
* Keep prices updated on website

Supporting Business Development Work

* Agree priorities, work plans, monitoring systems and objectives for projects with Head of Consultancy & NAFIS
* Deliver projects to ensure effective and smooth delivery of all agreed objectives;
* Feedback to Head of Consultancy and NAFIS any issues or problems in relations to Business Development Support

**Personal attributes**

* Ability to work as part of a tight knit team and organisation.
* Excellent verbal communication and interpersonal skills with a customer service approach.
* Sensitive in approach, and respectful of confidentiality issues.
* Highly self-motivated and able to work to strict deadlines.
* Meticulous attention to detail.
* Ability to remain focused while dealing with various pressing tasks simultaneously.
* Interest in family and children’s issues.
* Commitment to Family and Childcare Trust’s values.

**Health and Safety at Work**

Staff employed by the organisation are expected to show due regard for the health and safety at work of themselves and their colleagues, and to cooperate with any measures designed to secure this.

**Diversity and Equality**

The organisation is committed to the highest standards of Diversity and Equalities practice in Employment, and in all aspects of its work.

**Performance Review and Support**

The organisation has a Performance Support and Development Policy, and the postholder will participate in the appropriate processes to secure their own development and that of other staff.

**Review**

This Job Description will be subject to periodic review in the light of the changing needs of the organisation. Any changes or amendments will be subject to consultation with the postholder.

**How to apply**

Please forward your CV and covering letter – detailing any notice period – to jobs@familyandchildcaretrust.org. Please state in your email which area(s) you would like your application to be considered for.

Due to the high volume of applications anticipated we are unable to respond to every application, therefore if you have not heard from us two weeks after the closing date you can assume your application has been unsuccessful.

**Closing date for applications: Midday on Wednesday 27 July 2016**

**Interviews: TBC**

**Start date: To be confirmed on offer of employment**