CEASEFIRE
centre for civilian rights

GRADUATE OPPORTUNITY:

FUNDRAISING AND COMMUNICATIONS INTERNS

Contents:

Advert 01

About Ceasefire 02

Testimonials from current Interns 03

Job Description and Person Specification 05

Application Process 07

CEASEFIRE
centre for civilian rights

Advert

Fundraising Interns: 3 – 6 months, part-time

Opportunity for resourceful, ambitious, and enterprising graduates.

Contribute to an International Human Rights NGO while gaining valuable fundraising, communications and marketing experience and skills.

Ceasefire Centre for Civilian Rights is a new charity working to protect the rights of civilians in zones of armed conflict. We are now looking for two fundraising interns to help us to continue to develop and implement an unrestricted funding plan to support our work. One with specific IT, social media digital skills and one with broad-based marketing, organisation, and communications skills, for a time commitment of 3 – 6 months, part-time.

This is an excellent opportunity for someone who wants to explore their career options in the international charity sector, or as a step on the career ladder in a varied role involving fundraising, communications, marketing aspects, and advocacy aspects. Students due to graduate this summer are also welcome to apply.

The successful candidate will be able to:

- prioritise a varied workload and work accurately under pressure to meet deadlines;
- communicate positively with a wide range of people at all levels, including partners, funders, beneficiaries, colleagues, and the public;
- work as part of a team and independently.
- speak English as a first language or equivalent.
- be a fast learner, proactive, flexible;
- analytical, problem solving skills;
- Willingness to get involved.

These posts are unpaid, but a small daily allowance to cover travel and lunch is available. You will be working at our office near Whitehall, London SW1, with flexible working-from-home hours.

If you wish to apply, please send a **CV**, and short **covering letter** (no more than 1 side) stating why you are interested in this role, what you can offer and what you hope to gain from this internship. CVs without a covering letter will not be considered. Send your application to **fundraising@ceasefire.org** by **Friday 14th of April**. Please put 'Fundraising intern' in the subject line.

CEASEFIRE
centre for civilian rights

About Ceasefire

Ceasefire Centre for Civilian Rights is an international initiative to develop civilian-led monitoring of violations of international humanitarian law or human rights; to secure accountability and reparation for those violations; and to develop the practice of civilian rights. **Civilians are often recognized as the principal victims of war but rarely as the holders of rights.**

We believe that supporting civilians to claim their rights and promoting their access to existing justice mechanisms, both nationally and internationally, are essential steps to holding perpetrators to account – and preventing future violations.

Our objectives are:

· to empower civilians in armed conflicts or failed state situations to monitor and document violations of their rights;
· to seek justice and accountability for violations of civilian rights; and
· to develop the practice of civilian rights protection and raise public support for the promotion of civilian rights.

CEASEFIRE
centre for civilian rights

Testimonials from current interns

Bianca Pezzotti, Ceasefire's Fundraising and Communications Intern.

Working at Ceasefire has been an invaluable experience for me. I have gained a deep understanding of working in an international organisation and acquired the necessary skills to succeed in the charity sector. I have had the opportunity to manage different fundraising initiatives, create promotional content for social media and email marketing and use lots of digital tools (such as Databases, Google Analytics, Mailchimp and much more).

However, above all, the internship has boosted my confidence. I now trust my working capabilities and am able to work independently. Whilst carrying out the internship, I was offered a marvellous job in another organisation. There is no doubt that it was all thanks to my experience at Ceasefire! Therefore, I highly recommend this internship to anyone who wants to start working in the non-profit sector. Whether you want to work in fundraising, communications, media or advocacy, this is exactly the kind of experience that is needed to complement a theoretical university education with practical skills.

Marnie Duke, Ceasefire's Fundraising and Communications Intern.

This internship is very flexible and can therefore be useful for a range of different graduates. Whether you are interested in human rights, writing, design or IT, there is something in it for you.

I have gained an understanding of how to grow an organisation. This means learning how to build infrastructure in order increase your number of supporters. I have learnt how to develop a specific strategy for this purpose that can be referred back to throughout the process.

Additionally, I have gained skills in a number of online programmes such as 'Canva' which I have used to design the new website pages, a newsletter template, a flyer for the London Landmarks Half Marathon and social media posts. I have also learnt how to use 'Mailchimp' to release our newsletter and monitor its reception. I am also now familiar with using 'Asana' which allows you to create a work plan which both you and your colleagues can edit. As editor of the newsletter, I have carried out interviews and written a number of articles.

I have also learned how to engage with my colleagues professionally and chair a meeting. This has helped me to grow in confidence.

Testimonials from current interns

Chantal San Antonio, Ceasefire's Fundraising and Communications Intern.

Working for Ceasefire has been an opportunity that has enabled me to expand my knowledge on civilian rights and their liberties in the Middle East and North Africa while ameliorating my professional skills. During my time at Ceasefire, I worked as part of a group of interns, and we completed multiple fundraising activities that required strong interpersonal and collaborative skills such as the organisation of the London Landmarks Half Marathon event on behalf of the charity.

This internship provided me with the opportunity to develop strong technological abilities by analysing website data with Google Analytics, broadening my understanding of Microsoft Office and creating engaging digital content such as their monthly newsletter or social media posts with the help of Canva.

I also had the opportunity to partake in meetings and take action points, create digital advertisements to increase Ceasefire's audience and I helped to conduct both interviews and inductions for new interns. This internship provided me with fundamental knowledge about fundraising & communications and it has given me an invaluable insight into the non-profit sector.

This experience has turned me into a more skilled young professional and has solidified my career aspirations that I would like to pursue in the future.

Job Description & Person Specification

Graduate Opportunity: Fundraising & Communications Interns

JOB DESCRIPTION

Ceasefire Centre for Civilian Rights (Ceasefire) is seeking enthusiastic, outgoing, and organised Fundraising and Communications Interns to support the organisation in generating support and income for the organisation by building a Supporter Base, Corporate Fundraising, Challenge Events, Community & Digital Fundraising.

Corporate Fundraising

- To develop and manage new partnerships with businesses, creating exciting opportunities for Ceasefire and corporate supporters to work together.
- To manage existing and new partnerships, including support and coordination of fundraising activities and volunteering opportunities.
- To maintain up-to-date and accurate records of partnership details on our fundraising database in compliance with Data Protection and GDPR legislation.

Challenge Events and Community Fundraising (Post Pandemic)

- To recruit new potential and current supporters to take part in sporting events, and fundraising challenges.
- To be responsible for the planning and delivery of all challenge event activities.
- Follow up each event from start to finish; ensuring costs are kept to a minimum.
- To ensure participants taking part in challenges hit their fundraising targets in an effort to generate income for the charity to the agreed overall annual target.
- To be responsible for building and developing a growing base of sporting and challenge event activities to offer supporters and members of the general public.
- To maintain up-to-date and accurate records of supporter details on our fundraising database in compliance with Data Protection and GDPR legislation.
- To attend events in support of charity fundraisers and to recruit and supervise other volunteers who will attend events and activities to cheer on our supporters.

General

- To develop a supporter base for the organisation.
- To produce a three-monthly Newsletter for supporters.
- To be a constant champion for social media and design and develop content ideas across a range of social platforms.
- To contribute to and support the marketing, promotion, and publicity of all fundraising campaigns.
- To support legacy fundraising.
- To act as first point of contact for legacy fundraising related matters from across the organisation; liaising with the Director, where appropriate, to provide informed responses.
- To actively participate in the development and implementation of the organisation's fundraising strategy

PERSON SPECIFICATION

Qualifications and Experience

- University graduate with or expecting at least a 2.1 honours degree in a relevant subject.
- Two interns, one with a high level of IT, social media, and digital abilities/skills and the other with events organisation, marketing, and communication abilities/skills.
- Experience or ability of managing relationships and communicating with a range of stakeholders.
- Experience or ability of producing copy for marketing and promotional materials with creativity and excellent attention to detail.
- Experience of working independently on own initiative, demonstrating flexibility to adapt to different situations and challenges.
- Demonstrable experience of consistently producing high quality work across multiple projects to tight deadlines.
- Experience in MS Office including Word, Power Point, Excel, Outlook, and ability to conduct desk-based research. Experience of InDesign, Photoshop or similar preferred.
- Experience or ability in marketing and promotions and developing content for websites and social media channels.

Skills and Abilities

- Outgoing, enthusiastic, and confident, able and willing to engage with people from all backgrounds and walks of life.
- Ability and willingness to give presentations and pitches in a professional office environment.
- Administrative skills including consistent and accurate record keeping, minute-taking, and data entry.
- Ability to prioritise a varied workload and work accurately under pressure to meet deadlines.
- Exceptional interpersonal and communication skills – the ability to communicate positively with a wide range of people at all levels, including funders, trustees, colleagues, and partners, providing excellent customer service.
- English as a first language or equivalent and an ability to produce concise and persuasive prose.
- Fast learner - ability to quickly gain understanding of various topics.
- Proactive – use initiative to explore and identify new fundraising opportunities for the organisation.
- Accuracy – in monitoring, coordination, record keeping and information sharing.
- Ability to work as part of a team and independently.
- Flexible approach to duties and willingness to get involved with new projects and accept new tasks.

Other

- Commitment to promoting human and civilian rights.
- Commitment to equal opportunities and diversity and a willingness and ability to incorporate this into all aspects of work.

Application process

If you wish to apply, please send a CV, and short covering letter (no more than 1 side) stating why you are interested in this role, what you can offer and what you hope to gain from this internship. CVs without a covering letter will not be considered. Send your application to fundraising@ceasefire.org by **Friday 14th of April**. **Please put 'Fundraising intern' in the subject line.**

CEASEFIRE
centre for civilian rights