

Job Description

Programmes Intern

World Child Cancer UK has the vision that every child with cancer has equal access to the best treatment and care. Our mission is to improve diagnosis, treatment, and support for children with cancer, and their families, in low- and middle-income countries. The programmes team are seeking a Programmes Intern to support them with administration and logistics, whilst gaining valuable experience working in a friendly team for an international development charity.

Reporting to: Project Manager

Location: Central London (we are in two different offices on Monday and Friday)

Hours: Part time (min 2 days a week)

Duration: 3-6 months

Benefits: Transport reimbursed within London zones 1-6, £5 provided for lunch every working day

Closing Date: 31st March 2023

Key Relationships:

- Project Manager
- Director of Programmes
- Psycho-Social Support Advisor
- Communication and Marketing Manager

Role details:

We are committed to giving you the best possible experience within our organisation.

You will have the opportunity to:

- Work in a small charity, gaining insight across non-profit healthcare sector, fundraising strategies, organisational goals and challenges
- Work within a small, experienced team of programme managers
- Gain experience and knowledge of the skillset required to work in charity sector and programme management

In return we will:

- Offer training and support for your role
- Respect and listen to your views and ideas
- Include you in teamwork streams and offer rotational insights to different aspects of our work
- Provide an encouraging and friendly working atmosphere

www.worldchildcancer.org

World Child Cancer UK is a registered charity in England and Wales charity no 1084729

Key Tasks:

World Child Cancer is looking for a bright and enthusiastic person to take on the role of Programmes Intern. As World Child Cancer is a small charity, our intern can expect to experience all areas of our work and gain good understanding of all elements of the charity.

The team is led by Piera Freccero, Director of Programmes. You will report directly to one of our Programme Managers. However, you will have the opportunity to speak and support all members of the Programmes Team.

The role focusses on supporting country programme operations and will include the following:

Content creation:

Write blog posts, covering the various aspects of the work carried out by World Child Cancer in its programme countries. Blog post topics written by previous interns include nursing training programmes, visits by our UK staff and initiatives in programme countries. All posts will be published by yourself directly to the website (with support) and you will have the chance to build visual and social media content to promote the blog.

Research:

Research topics such as policy advocacy, the political and economic environments of specific programme countries and potential partners for World Child Cancer to work with to deliver support.

Report writing:

Analyse raw data collected by our partner hospitals and teams across programme countries and create reports based on your findings. Through this, you will be able to gain experience in writing recommendations for the programmes team and summarise key points for the team to refer to in the future.

Support with Communication:

Collaborate with the marketing team on blog posts, website, case studies and social regarding current project activities. You will be given access to tools and platforms such as Canva, Trello and WordPress to carry out these tasks (on the job training provided).

Administration:

Attend meetings and produce minutes for the Programmes Committee.

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Person Specification:

Technical Skills, Knowledge and Experience:	Essential <ul style="list-style-type: none"> • Educated to a degree level • Fluent in English (verbal and written) • Strong IT skills including Excel, Word and PowerPoint • Interest/ knowledge in international development or health systems
	Desirable <ul style="list-style-type: none"> • Ability to conduct research, work independently and be a team player
Personal Skills and Attributes:	Essential <ul style="list-style-type: none"> • Right to live and work in the UK • Ability to quickly understand new ideas, concepts and issues
	Desirable <ul style="list-style-type: none"> • Ability to work with teams across different countries, cultures and time zones • Ability to organise multiple, diverse projects at the same time and ability to prioritise tasks • A can-do attitude and proactive approach to work

Location:

The role will be in Central London on selected days of the week, with flexibility to work from home. We are in two different offices on Monday and Friday.

Hours of work:

Interns normally work for a minimum of two days per week with flexible hours, preferably available to work on one of the days we are in the office (currently Mondays and Fridays). As the role is voluntary, we are flexible and so exact days/ hours/ starting times will be agreed with interns on an individual basis upon appointment.

Time off:

In line with our annual leave for all staff, our intern/ volunteer will accrue two days annual leave per month. We understand that you may also need time off if you are looking for paid work towards the end of your contract with World Child Cancer. All time taken off will need to be agreed with your line manager in advance.

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Payment:

The role is currently voluntary and unpaid. However, we will refund agreed travel expenses within London zones 1-6 and any travel expenses incurred on event days. We also provide £5 per day to cover lunch expenses. It may be possible for someone slightly further afield to travel into London off-peak for an equivalent sum which would be agreed prior to appointment.

Who should apply?

Those wishing to gain work experience in the charity sector or those who have a particular interest in international development work. We encourage anyone to apply including graduates, post-graduates and professionals seeking a career change.

Could an internship / volunteer role lead to a job with World Child Cancer?

Sadly, an internship role will not usually lead to a job offer. We are a small but growing organisation with a limited number of posts. However, if internal vacancies become available, we encourage interns to apply if they have the relevant experience. We also provide career guidance and references for future employment upon request.

Next Steps

To apply, please send your CV and cover letter to **sarah.halliday@worldchildcancer.org** with '**Programme Internship**' in the subject. In your cover letter, explain your interest in the role and provide examples of how you meet the person specifications detailed in the job description. Any applications submitted without a cover letter will not be considered.

All applications will be considered upon receipt but due to the high volume of applications we receive, we will not be able to respond to them unless you have been shortlisted.

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