

Brief Role Description for SHARP Autumn Intern

Purpose:

Support SHARP Secretariat on communications and fundraising

- Maintaining the flow of relevant information to SHARP partners through the SHARP website
- Editing and proof reading guidance material on SHARP tools and approaches
- Production of SHARP newsletter
- Desk research, fact-checking and drafting sections of narrative in support of SHARP fundraising activities
- Gathering information to inform future SHARP communications strategy through a user survey, website analytics and analysis of newsletter statistics
- Support on other forms of outreach to SHARP partners and stakeholders

Benefits:

- Role can be adapted to suit skills and ambitions of the intern
- Experience of working in an international team with many years' accumulated experience in the international development and natural resource management sectors
- Exposure to development programme management and non-for-profit communications
- Introduction to working through international partnerships through the chance to sit in on calls and correspondence with these partners
- References
- A fixed weekly allowance to cover transport and lunch costs

Person specification:

Preferable background

- Environmental policy or geography/social sciences in context of international development
- The voluntary, not-for-profit sector

or

- Communications

Good understanding of natural sciences would be desirable.

Excellent command of English, with clear concise writing style and preferably some experience of reviewing and copy editing the work of others.

Language skills in Spanish or Bahasa would be a welcome bonus.

Experience of basic website management desirable but not essential.

Duration:

October – December

To Apply

Send your CV, a cover letter, both no longer than two pages and confirmation that you are eligible to work in the UK to info@sharp-partnership.org

Application Deadline: 09:00 Monday 28th September.