

Canon Collins Educational and Legal Assistance Trust

PAID INTERNSHIP (6 MONTHS)

Title:	Scholarships & Communications Assistant
Accountable to:	Scholarships Manager
Key Relationships:	Scholars, Fundraising & Communications Officer
Job Purpose:	The post holder will primarily provide administrative and event management support to the Scholarships Manager. S/he will also support the Fundraising and Communications Officer with donor relations, social media and website maintenance.

Specific Responsibilities:

Scholarships (estimated approx. 75% of time)

- To provide administrative support, including responding to general queries, maintaining information databases and online application forms
- In conjunction with the scholarships manager, organise student functions in the UK
- Provide ongoing advice for scholars arriving the UK
- Assist with liaising with universities in South Africa and promoting scholarship opportunities
- Assist with monitoring impact of our scholarship programmes, including creating surveys and data analysis
- Participate in the scholarship assessment and selection process, including reviewing applications forms and assisting with scheduling interviews

Communications & Fundraising (estimated approx. 25% of time)

- Assist with maintaining the Trust's online presence (updating and creating content for our website, e-newsletters and social media pages)
- Assist with donor relation activities, including maintenance of the database and preparing and sending communications to individual donors and Trust & Foundations

Note: In addition to the tasks outlined above, the Intern will be required to assist with ad hoc administrative duties as reasonably required by other members of the team. The post may occasionally entail duties outside normal working hours. The Trust is embarking on a new strategic direction from 2018 and this may lead to employment opportunities beyond the internship, but this cannot be guaranteed and no commitment is given or implied.

Person Specification:

Essential

- Bachelor's degree in any discipline
- Excellent organisational/administrative skills and attention to detail
- Interest in, and general knowledge of, issues of social justice and international development
- Interest in issues of education and human rights in southern Africa
- Proficient standard IT skills (Word, Excel, PowerPoint, etc)
- Experience with, and interest in, organisational use of social media
- Excellent writing, research and proofreading skills

Desirable

- Specialised knowledge of/experience in education and human rights in southern Africa
- Experience with data entry and management
- An eye for design and experience using relevant software (InDesign, Photoshop or similar)
- Experience of website content maintenance (Drupal would be a particular advantage)

TERMS AND CONDITIONS

Salary:	£18 000 per annum, pro rata.
Contract:	Up to 6 months from September 2017 (ending 28 February 2018)
Hours:	Full-time: 35 hours per week. Normal office hours are 9.30 to 5.30 with one hour for lunch.
Holidays:	2 working days per month worked plus statutory holidays.
Probation:	One month.
Notice period:	One month.
Disabilities:	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities. There is a passenger lift to all floors in the building, and fully wheelchair-accessible facilities.
Location:	The job is based in Canon Collins Trust's office in Vauxhall, London.
Status:	You must be able to provide proof of your legal right to work in the UK.

HOW TO APPLY

Please send your CV and a covering letter (max 1 page A4) outlining your experience and explaining what you could bring to the role to eva@canoncollins.org.uk by close of business on **Monday 11th September 2017**. We hope to hold interviews during week commencing 18th September. Kindly note that only shortlisted candidates will be contacted and limited resources mean that we cannot give feedback to others.