

****

**Job Title: Communications and Campaigns Intern (4in10 London’s Child Poverty Network)**

**Hours:**

**Part time: 21 hours per week** (or possibly more tbc)

**Contract: 9-month fixed term contract**

**Salary: £20,111 (London Living Wage) pro-rata**

**Located: Flexible to include a mix of home/office (central London)**

**working**

1. **Children England**

Children England is a charity created, governed and inspired by other charities. Our mission is to change the world for England’s children by harnessing the energy, ingenuity and expertise of the voluntary organisations that work on their behalf.

We are proud of our history and the positive role that charities and voluntary groups have played in shaping our society and championing the importance of children within it. We are equally passionate about supporting charities and voluntary groups to survive, to thrive and to continue their vital work in the future.

Our members share our vision and commitment to create a society where all children and young people are valued, protected and listened to, their rights are realised and their families are supported.

We know this vision is shared by many others beyond the voluntary sector and we will collaborate with all those who can support and help us to achieve real change for children.

Our main activities are to:

* promote the role of the children’s voluntary sector in providing innovative approaches to meeting the needs children and young people
* campaign for children to remain at the top of the political agenda
* speak with the collective voice of the children’s sector
* advocate for full implementation of the UN Convention on the Rights of the Child.
1. **4in10 London’s Child Poverty Network background**

Within Children England, 4in10 is a London-wide campaigning network of organisations working to improve the lives of children living in poverty across the capital.

We believe child poverty can be tackled.It doesn't have to exist. It doesn't have to be hurting the lives of hundreds of thousands of children.

So, we connect people who care, we highlight best practice that works and keep the spotlight on the damage that poverty is doing to families in London, all the time ensuring that the experience and voices of those with lived experience are at the heart of all we do.

We are a tiny team with big hearts. Our network holds over 400 organisations, but there is always room for more. Help us to work with others across the capital to do better for London's children.

1. **Job Purpose**

This is a key post in our small team. The purposes of the job are:

* To bring ideas and creative communications skills to 4in10’s campaigning and influencing work
* To ensure that the voice of those with lived experience is at the centre of all our work
* To be support 4in10’s campaign for a child poverty free London
* To communicate with network members to ensure they are aware of our training and learning offer
* To engage with our members to support them to take an active role in campaigning
* To be part of the 4in10 team, and help out when ‘all hands-on deck’ are required
1. **Key Responsibilities & Tasks**
* Supporting the delivery of 4in10’s activities including London Challenge Poverty Week 2022 by contributing creative ideas and supporting the delivery of activities and events.
* Supporting 4in10’s members to take part in influencing activities, for example through; developing effective communications to inform them of opportunities, supporting online campaigning and undertaking simple research tasks.
* Assisting the Learning and Research Officer to ensure that our training and learning offering is communicated effectively to members, including on social media and via the newsletter.
* Providing administrative support to ensure the success and smooth running of 4in10 events. For example, by managing bookings, administering evaluations, ensuring accessibility and other related tasks.
* Supporting the Community Outreach Officer to gather information about members and their current interests and concerns, and share this with the team.

Additional duties:

* Contributing to the maintenance of the administration and information sharing systems within Children England
* Working within all CE policies including to actively promote equality of opportunity and challenge discrimination.
* Participating in training, supervision and team meetings as requested
* Undertaking any other duties commensurate with the level of the post.

**3. Person Specification**

We’re looking for someone with a genuine passion and energy for bringing about a child poverty free London. Although experience of communications or campaigning is welcome, the most important asset is the commitment to tackling poverty and to working as a member of our team to make that happen. Lived experience of poverty in London and the insight this brings would also be an advantage and very much welcomed.

We believe the voluntary sector should be as open and accessible as possible to people with the passion and skill to contribute, so we do not specify a degree or qualification as a requirement for this role.

Skills and knowledge:

* Persuasive and creative communication skills, whether written, vocal or visual
* Ability to use a range of digital communication tools, including email, event and survey software and social media
* Event organisation skills, including both online and offline events
* Good prioritisation and time management skills

Attitudes and approach:

* Passionate about tackling child poverty in London
* A friendly and engaging manner
* Respect for others’ experiences and perspectives
* A flexible and co-operative team member
* An aspiration to forge a career in the social justice field

**In addition**

All staff must be willing to take advantage of appropriate training and development opportunities.

All staff must be willing to abide by the Health and Safety and other policies of Children England, and be prepared to challenge discrimination in the workplace and the wider world.

**Further information**

Children England has a small staff team and everyone is expected to work together as a team, contributing to shared tasks as well as taking personal responsibility for their own area of work.

All members of staff and volunteers are expected to work in a manner consistent with the agreed Statement of Values and principles which underpins the work of Children England. This includes a requirement to maintain confidentiality.

All costs, expenses and travel will be reimbursed for duties undertaken – as per expense policy

Annual Leave - 28 days (pro rata). 3 of which must be taken over Christmas/New Year period

Pension - Offered at 9% of salary (not including London Weighting element) into personal pension plan