



Network Development and Membership Intern – Job Description

Job summary

As Network Development and Membership Intern you will help build CSC's network of members including researching and recruiting new members, maintaining and updating membership databases and helping to administer online learning networks and social media. You will help identify opportunities to strengthen and grow the CSC network in order to support the implementation on the UN General Comment on Children in Street Situations.

- Working Hours: part-time, flexible timing 3 days per week
- Location: Central London at CSC's office
- Expenses: this is an unpaid volunteering opportunity. Expenses reimbursed to a flat rate of £20 per day
- Reporting: direct report to the Network Development Manager and Digital Officer
- Duration: six months preferred, but flexible, minimum three months.

About CSC

The Consortium for Street Children (CSC) is a global network that raises street children's voices, promotes their rights and improves their lives. We do this through advocacy, research and network development. We have over 80 members working in 130 countries around the world. Our network comprises small and grassroots NGOs, large international NGOs, individuals and a federation of street children. CSC Executive is a small, dynamic, professional team that supports the CSC network and takes the lead on collective projects including the International Day for Street Children on 12th April. For more information, visit www.streetchildren.org

Specific responsibilities

1. Be the first point of contact for network membership queries
 - Help process membership applications and forward to relevant team members for approval
 - Respond to enquiries from existing network members, passing on to other team members where necessary.
2. Help grow and strengthen the CSC network
 - Help to implement CSC's new network structure

- Map existing and potential network members and research areas of network expansion
 - Help communicate with existing members
 - Support network events where necessary including helping to organise webinars and face to face workshops
3. Help manage the CSC network database
- Input and update information on members and potential members
 - Produce reports and updates for the executive team
4. Digital communications (shared learning)
- Assist the digital officer in administrating and producing content for online learning platforms
 - Help facilitate communications between network members and CSC via social media
 - Support Digital Officer to ensure members' profiles are accurately represented and updated on our websites
5. Project support (shared learning)
- Assist the Network Development Manager with network projects such as Building with Bamboo, our learning project on resilience
 - Provide support for project communications and help to organise learning events
6. Other
- Carry out any other duties within the scope, spirit and purpose of the job
 - Abide by all CSC Policies, Regulations and Procedures.

Skills and areas you will develop:

- Knowledge of the street child sector
- Understanding of rights based approach to keeping children safe
- Understanding of international advocacy initiatives
- Understanding of network strategy approaches and relationship building
- Use of complex CRM systems such as Salesforce
- Use of CMS such as WordPress
- Strategic use of social media and understanding of analytics to measure impact
- Business development and membership growth
- Organisation of events
- Administration and data management

Person specification

EXPERIENCE

Some experience of office based administration; use of databases; use of CMS such as Wordpress; use of social media.

SKILLS AND ABILITIES

- Excellent interpersonal and communication skills
- Excellent oral, written and presentation skills
- Excellent attention to detail
- Organised and pro-active, able to work on projects independently when required
- Team player with adaptable and pragmatic approach to work
- Excellent IT skills and ability to learn new programmes quickly. Knowledge of WordPress or similar would be an advantage.

KNOWLEDGE

Social justice networks or membership organisations

Communications tools / techniques for different audiences (*desirable*).

EDUCATION

Degree level or equivalent.

OTHER

Commitment to realising street children's rights

A self-starter who is keen to be part of a small team making a big difference.

HOW TO APPLY

Please send a cover letter of no more than two pages, and CV to sian@streetchildren.org by midnight on Thursday 23rd March 2017.

Please note only successful applicants will be notified as to whether they have an interview.