

Policy and Campaigns internship at Family Action: three months Autumn 2010 (Mid October to mid January)

About Family Action:

Family Action charity has been a leading provider of services to disadvantaged and socially isolated families since its foundation in 1869. We work with over 45,000 families and children a year by providing practical, emotional and financial support through over 100 services based in communities across England. A further 150,000 people benefit from our educational grants and information service. We tackle some of the most complex and difficult issues facing families today – including domestic abuse, mental health problems, learning disabilities and severe financial hardship. More information can be found at www.family-action.org.uk

About the Policy and Campaigns Team

The team comprises of the Head of Policy and Campaigns, Senior Media and Campaigns Officer and the Policy and Campaigns Officer, and reports to the Chief Executive's office. The team carries out research, media and public affairs activity so as to promote the Family Action brand and services; and advocate changes in policy that would benefit the vulnerable families that Family Action supports. Family Action works in partnership with a number of campaign coalitions such as the End Child Poverty Campaign.

Post description

Purposes of the internship

- To contribute to the aims of Family Action's Policy and Campaigns team by providing one or more of the following: research and data collection, report writing, support with implementation of media and campaign activities including interviewing /collecting case studies, writing case studies and preparing draft press releases, developing media databases; administrative support
- The specific projects envisaged include research and support for media relations activity; collation of political information and contributing to the development of strategy for contact with the new Parliament; and research into the media outlets linked to specific Family Action projects
- To provide learning opportunities and practical experience to an individual looking to embark on a career in policy, communications or campaigns.

Terms of the internship:

- The internship carries no salary or other financial remuneration
- A minimum commitment is required: 21 hours a week between Monday and Friday, during normal office hours, for three months. It is envisaged the internship will run from mid October until mid January 2010 inclusive
- Regular supervision and feedback will be given with the opportunity for the intern to identify and participate in specific learning opportunities.

- The post will be based at our office in Dalston, Hackney, London, E8 4AU
- Reasonable travel expenses will be paid for applicants travelling within the London area.

To apply please use the attached application form and explain how you meet the person specification set out below by 6pm Friday 24th September 2010 to the Head of Policy and Campaigns either by e-mail to Rhian.beynon@family-action.org.uk or by post to Rhian Beynon, Policy and Campaigns, Family Action 501-505 Kingsland Road, Dalston, London E8 4AU.

Appointments are subject to Family Action receiving an enhanced disclosure from the Criminal Records Bureau which we consider acceptable.

Description of responsibilities and usual tasks

Main Responsibilities

1. Extracting data, collating research and compiling reports which support the team's campaigning and media goals.
2. Assisting with media requests and sourcing case studies under supervision of the Senior Media and Campaigns Officer
3. Providing administrative support for specific media and/or campaigns projects as necessary.

General

1. Writing, editing and proofreading tasks as required.
2. Undertake any other reasonable requests as directed by the Head of Policy and Campaigns
3. Ensure that Family Action's equal opportunities and health and safety policies are adhered to in all areas covered by the internship.

Person specification:

Graduate or equivalent intellectual calibre	Essential
Ability to prioritise tasks so as to meet deadlines	Essential
Efficient data extraction, research and analysis skills	Essential
Experience of creating and using databases	Essential
Genuine interest and desire in UK media	Essential
Writing, editing and proofreading skills, including the ability to	Essential

produce reports

Confident telephone manner and experience of handling telephone queries Essential

Committed to undertaking routine tasks to a high standard Essential

Good interpersonal and communication skills Essential

Ability to work on own initiative and as part of a team Essential

Able to demonstrate an understanding of the need for confidentiality of information. Essential

IT and Web literate Essential

Commitment to the values and aims of Family Action Essential

Empathy with the situation of vulnerable families living in poverty Essential

Interest in social policy and campaigning in the voluntary sector Essential