



Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

Our Vision

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our Values

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

Intern- Recruitment Pack

CBM UK – 12 month Internship

This internship is a tremendous opportunity for someone with excellent written communication skills and a passion for social justice to develop their understanding of charity fundraising and communications.

Location – Oakington, near Cambridge (moving to central Cambridge 2019/2020)

Duration – 5 days a week (37.5 hours)

Salary - £16,009.50 per annum

Responsibilities and areas of work

We are looking for an intern to help with fundraising and communication. Specific tasks will be agreed once the successful candidate is appointed.

- **Communications.** Working with the Communications team, developing content for the website. Throughout the internship, also having the opportunity to support other areas of work including strengthening CBM UK's presence on social media; developing relationships with high-profile supporters; and generating media coverage through writing & preparing press releases
- **Fundraising and marketing.** Helping arrange and attend donor events and focus groups as well as support major relationships fundraising. Conducting desk research and analysis, and additionally help with data management to support fundraising activity. There will also be other opportunities to support our significant direct marketing and community fundraising programme.
- **Other duties.** Other activities that may be reasonably requested include, but are not limited to, data inputting, answering phones and general administration to support the work of the organisation.

This position will allow the successful candidate to:

- Gain a deeper understanding and practical experience of working in the charity sector, and more specifically about CBM UK's work and international development.
- Grow skills across many areas of charity work, including fundraising, communications, supporter care and international development.
- Help develop relationships with a network of talented and qualified professionals.
- Develop and improve writing skills for a variety of audiences and purposes.

Person specification

- Excellent written and verbal communication skills, with experience in writing for different audiences, including online.
- Strong organisational skills. Effective time-management with the ability to prioritise multiple tasks to ensure deadlines are met.

- Robust, 'can-do' attitude that thrives on challenges.
- Adept in use of MS Office, incl. good working knowledge of Word and Excel, high level of IT literacy and quick to learn to use new software or tools.
- Commitment and passion for CBM UK's mission.
- Sympathy with CBM's values and comfortable working in a Christian environment.

Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays.
- CBM places an emphasis on professional development and training for its employees in order to support them to fulfil their roles. It encourages employees in their desire to further their qualifications and careers, and will support them by offering opportunities to undertake study for relevant qualifications.
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, a maternity/paternity/adoption and parental leave policy.
- CBM UK offers a competitive pension scheme. Subject to you making a minimum pension contribution of 5%, CBM UK will make a payment of 7% of your annual salary towards a pension plan chosen by yourself from a list of preferred plans.
- Group Life Assurance Scheme.
- As part of its commitment to its work with disabled people, CBM UK is a 'Disability Confident Employer'. We also have a comprehensive equality and diversity policy.
- CBM UK offers a Lifestyle Counselling Helpline & Online Support Service for counselling and support.
- Bike to work scheme.
- Season Ticket loan.
- Free tea/coffee facilities with weekly fruit bowl.

Shortlisting and Interviews

- CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.
- All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

We want to actively encourage more people with disabilities to apply for jobs with us. CBM UK is a Disability Confident Employer, which means that we are committed to employing people with disabilities. If you have a disability and you meet the minimum requirements for the job, we would welcome an application from you.

If this internship interests you, please apply now by sending a covering letter and CV to Trena Battams at recruitment@cbmuk.org.uk, and we will get back to you as soon as possible.

Please note: You must be currently living in the UK with full permission to live and work here in order to apply for this job.