



COCO (Comrades of Children Overseas)

Website: www.coco.org.uk

Twitter: https://twitter.com/COCO_Charity

LinkedIn: <https://www.linkedin.com/in/coco-charity-5584592b/>

Facebook: <https://www.facebook.com/coco.charity/>

Based at: 3rd Floor, 14 Blandford Square, Newcastle Upon Tyne, NE1 4HZ

About our organisation: COCO (Comrades of Children Overseas) is an international children's charity, based in Newcastle upon Tyne. COCO works with rural communities in East Africa to provide children with access to the education that is essential for a good start in life.

COCO was founded by Steve Cram CBE and British Army Major Jim Panton in 2000. Since then, the charity has raised over £4 million to fund small, sustainable, community led initiatives. COCO and its partners have now undertaken 66 transformational programmes in 16 countries, positively impacting the lives of over 200,000 people.

COCO is currently operating in Tanzania, Kenya and Uganda, in East Africa. Despite having just four members of staff, the charity has enjoyed considerable success. Graduates from one partner school, Hoja Secondary in Tanzania, have achieved the best results in their region for five consecutive years and the school is now able to cover its own running costs.

COCO is working with 13 other communities to replicate this success. In addition, to enable parents to cover the cost of their children's education, COCO has distributed 4,500 small loans and reached 13 communities with sustainable agriculture training, helping farmers to increase their annual income by an average of 284%.

About the internship: There are five different internship opportunities available to the right candidates:

A Event Organiser

At COCO we run several events each year to raise funds, we need a confident, proactive individual to source prizes, sell tickets, teams and tables and coordinate suppliers to help us maximise our return from previously highly successful events and possibly new ones. Depending on the time of year the event may be a sports or social event, examples include our annual ball, golf day,

international women's day, cycle and running events. A personable individual with excellent communications skills would be ideal for this position.

B Fundraising Assistant

At COCO we rely heavily on support from individuals and organisations and have to look out for opportunities to partner with local and national businesses. To do this we have to research the potential partner, put a proposal together and approach them in the appropriate way. This position requires research skills, knowledge of researching through the internet and social media, creativity and design would also be helpful. This role is incredibly varied and depending on the skills of the individual could make use of a variety of skills although confidence and a friendly persona would be essential.

C Development Researcher

The charity and international development sector are constantly changing. We need to know what is going on from fundraising appeals to best practice in development programme provision. A research intern will have to be able to work on their own initiative and to deadlines, research may be required for funding bids, campaigns, website updates, blogs etc. This position requires excellent attention to detail, accuracy and the ability to interpret data in a variety of ways.

D Data Quality Officer

Without data, we are nothing. COCO cannot function without supporters. How we communicate, which whom and when are imperative to our survival. Ensuring that we have the correct data on supporters is essential, not just by law but for business development. This role requires an individual with patience, attention to details and a methodical and analytical approach to complex tasks.

E Website

With our programmes located so far away, our website really is the window to our work. It constantly needs to be updated and refreshed with information about the great work we are doing. We have a number of case studies, videos etc. that could be shared more through the site and there are areas of development that we would love to enhance but struggle to find the time to make our ideas become reality. This role would require someone with knowledge and experience of WordPress and the creativity to ensure our site is relevant, attractive and updated with both COCO and external activities.

Duration of internship: Negotiable

Dates of internship: Negotiable

Working hours: Our staff hours are Monday to Friday 9-5.30 but we can be flexible.

Do applicants have to be studying a particular subject to apply? No

Do applicants have to have any specific skills or existing knowledge? COCO's values are essential to our success, any volunteer, intern or staff member must encompass them all.

Accountability
Ambition
Common sense
Social Responsibility
Honesty and integrity
Innovation

Do applicants have to be DBS checked? No

Describe your ideal intern in five words: Enthusiastic, proactive, confident, innovative and honest.

Remuneration: These internships are unpaid. A subsidy for travel expenses (petrol costs or public transport fares) will be provided by St Chad's College. *(Remember that all students completing internships as part of the **Intern:NE** initiative are also offered room-only accommodation in College for the duration of their internship.)*

We are supporting the Intern:NE initiative because: The 5 permanent staff at COCO are all from the North East; we have all travelled around the world for work but have still come back here to the North East. There is huge opportunity here in the North East; we support each other in business and we are never too far away from heads of businesses and sector influencers. Not to mention the fact that we have an incredible coast line, the Cheviot Hills, several vibrant cities, Geordie hospitality and very affordable housing (30% lower than the national average)!

How to apply for this internship: Applicants should send a 3 minute video application to Lucy Kendall, CEO of COCO (lucy@coco.org.uk).

Closing date for applications: 5pm on Friday 2nd February 2018

If you have any further questions about the internship, please contact: Lucy Kendall, CEO of COCO (lucy@coco.org.uk).