

# COCO (Comrades of Children Overseas)



Brighter futures across the globe

Website: [www.coco.org.uk](http://www.coco.org.uk)

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

Twitter: [https://twitter.com/COCO\\_Charity](https://twitter.com/COCO_Charity)

## About our charity:

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.

## About the internships:

### A) Fundraising and Events Assistant

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) Project research based on our overseas partner organisations

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.

### C) Website

With our programmes located so far away, our website really is the window to our work. It constantly need 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, if fixed:**

Negotiable

### **Where will the internship(s) be based?**

The COCO office, 3rd Floor, 14 Blanford Square, Newcastle-upon-Tyne, NE1 4HZ

### **Working hours / hours per week:**

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

### **Do applicants have to be studying a particular subject or in a particularly Faculty, or would a particular subject be preferable?**

No – applicants may be studying any subject.

### **Do applicants have to have any specific skills or existing knowledge? (for example, coding, social media expertise, foreign language ability, etc.):**

No specific skills are required but some experience is desirable based on the role.

### **Do applicants have to be DBS checked?**

No

### **Describe your ideal intern in five words:**

Enthusiastic, conscientious, creative, friendly and proactive

### **Remuneration:**

This is an unpaid placement. (Remember that St Chad's College will offer free room-only accommodation in College for the duration of your internship, plus limited travel subsidies for public transport).

## **We are supporting the Intern:NE initiative because:**

There is huge opportunity for bright and ambitious graduates here in the North East, we are one big family, we support each other in business, and we are never too far away from heads of businesses and influencers. Not to mention the fact that we have an incredible coast line, the Cheviots, several vibrant cities, Geordie hospitality, and very affordable housing!

## **How to apply for this internship:**

Please submit a short video application (3 minutes) stating:

- a) A little bit about yourself
- b) Which position you are applying for
- c) What skills you can bring to COCO

to Holly Nelson, COCO's Operations Manager at [holly@coco.org.uk](mailto:holly@coco.org.uk) by 5pm on 8<sup>th</sup> April 2019.

Remember that COCO's values are essential to our success, and any volunteer, intern, or staff member must encompass them all:

Accountability  
Ambition  
Common sense  
Social responsibility  
Honesty and integrity  
Innovation

## **If you have any further questions about the internship, please contact:**

Holly Nelson, COCO's Operations Manager at [holly@coco.org.uk](mailto:holly@coco.org.uk)