



COCO (Comrades of Children Overseas)

<http://www.coco.org.uk/> / @COCO_Charity

Describe your organisation in a few sentences:

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.

How many internships do you plan to offer? **3 - 5**

Where will the internship(s) be based? **COCO, 3rd floor, 14 Blandford Square**

Newcastle upon Tyne, NE1 4HZ

Duration of internship: **Negotiable (usually 2 weeks full time but can be longer / part time)**

Dates of internship, if fixed: **Negotiable**

Working hours / hours per week: **9.30 / 10am - 5 / 5.30pm**

Brief description of internship opportunity (for example, what team will the intern be working with; core responsibilities or areas of work; particularly project work, etc). If you are offering more than one opportunity, please describe each separately using (A), (B), (C) etc.:

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) Digital media and website administration

With our programmes located so far away, our digital comms really are the window to our work. They 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 website 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.

Do applicants have to be studying a particular subject or in a particularly Faculty, or would a particular subject be preferable? If so, please specify: **No – applicants may be studying any subject**

Do applicants have to have any specific skills or existing knowledge? **Exceptional written and verbal communication skills are essential. No other 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: **Conscientious, enthusiastic, creative, friendly and proactive.**

Will you be offering a paid internship / expenses only / no remuneration? **(The College has committed to providing free room-only accommodation in Durham City to all students undertaking internships, and limited travel subsidies to students undertaking unpaid placements during the summer vacation 2020):**

This is an unpaid placement.

How would you like students to apply for this opportunity?

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 by 23.59 on Sunday 16th April.

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

**Authenticity
Respect
Innovation**

If our students have any questions prior to submitting their applications, who should they contact? Please give name and email and / or telephone contact details:

Holly Nelson, holly@coco.org.uk, 0191 261 7427

Why has your organisation chosen to support the Intern:NE initiative, and why do you feel that our students should consider staying in the NE after graduation?

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!