

Internship Position – Funding and European Affairs Intern

About Defence for Children International – World Service Foundation

The DCI World Service Foundation (DCI-WS) was established by the DCI International Movement in 2016 to strengthen its work and guide the implementation of the Movement's Strategic Framework by supporting the development of projects, mainly by providing technical expertise and conceptual advice to DCI's National Sections and Regional Desks.

DCI-WS is responsible for ensuring a systematic approach in the Movements' relations with donors, public and private partners, who would like to actively contribute to the growing impact of DCI's activities around the globe.

The DCI-WS is strategically located in Brussels, Belgium to connect the Movement with EU and international partners and access related project opportunities within that fora.

DCI-WS, also doubling as the Europe Regional Desk for European sections (present in France, Spain, Italy, Greece, Netherlands and Czech Republic) is now seeking a professional, motivated intern to assist its European advocacy research and outreach, as well as to support fundraising efforts through gathering intel on key donors (foundations, corporate partners...) and assisting the development of funding proposals, concept notes as appropriate.

Interns can either be currently enrolled at university during the internship or recently graduated, and available for at least 15 hours per week for a period of four to six months from September 2020 onward. Depending on the intern's individual learning goals and interests, which will be determined at the beginning of the internship, the Funding and European Affairs intern will gain exposure and knowledge of;

- Understanding of fundraising basics, how to conduct research into donors profile, how to redact convincing fundraising proposals and desk-based research relevant to DCI-WS (access to justice, children in migration, violence against children...etc).
- Insights into the EU policy landscape and stakeholders relevant to Children's rights and collective advocacy (through coordination of the European sections and/or participation in Children's rights coalitions)
- Exposure to a multicultural working environment and the dynamics of an international grassroots movements; understanding of small child rights organizations capacity and resources needs and how to support them (civil society strengthening)
- Skills to better organize and prioritize own work, time management especially whilst working across multiple time zones and adapting to the varying needs of the 38+ national DCI Sections supported worldwide

The intern would be carrying the following main activities, among others:

Fundraising Support (60%):

- Conduct monitoring of funding opportunities and background research into donors profile, help compile short donors profile and/or key summaries of funding opportunities for dissemination to national sections and/or the International secretariat once a month
- Help update and populate WSF's Fundraising Opportunities database on Sharepoint, ensuring details are up-to-data and key relationships are identified and established whenever possible
- Support the development of fundraising proposals to specific donors (ERASMUS+, European Commission, Foundations...Etc) OR of generic concept notes in support of national sections' fundraising efforts
- Conduct research and input into the "Capacity Building" toolkit for national sections currently in development, in liaison with Regional Coordinators

EU Affairs Advocacy Research (40%)

- Conduct a mapping of key working groups, MEPs or other policy-making forums (EU and CoE) relevant to the European Regional Desk and to the movement, more generally
- Research European policy updates relevant to Children's Rights and write a monthly digest about relevant news and developments for the European Desk
- Assist with the organization of internal and external events (online/in person) and meetings;
- Attend external events on behalf of WSF and report back to the WSF Coordinator and other colleagues
- Support the creation of outreach materials such as policy papers and social media content;

Other

- Administration support and participation in staff meetings when relevant
- Provide general support to the WSF and occasionally, other members of DCI sections working on European projects

Education and skills requirements

- In the pursuit of, or having just completed a university degree - preferably in the field of international relations, development studies, political science, communications, or similar;
- Knowledge of European institutions and understanding of EU decision-making procedures;
- Research skills with the ability to pay close attention to detail;
- Excellent oral and written communication in English and French, knowledge of Spanish would be an asset
- Good organizational skills and ability to manage multiple projects simultaneously within a demanding environment.

How to apply

Please send your CV and Cover letter (no more than 1 page) to coordination-worldservice@defenceforchildren.org by the 15th of October.

Shortlisted applicants will be contacted on a rolling basis until the position is filled.