

# Job Framework, Internship – External Relations Team



## Purpose:

Marie Stopes International's Internship Programme offers the opportunity to acquire direct practical experience of MSI's work under the direct supervision of experienced MSI staff. In return for dedication and hard work, MSI offers the opportunity to develop skills both personally and professionally, whilst making a real difference. This Internship is offered as a 9 month placement from October 2009 to June 2010.

The External Relations Team consists of five distinct functions: Press, Advocacy, Communications, New Business Development and RAISE (Reproductive Health Access, Information and Services in Emergencies). This internship programme will expose you to all areas of the team.

job Title:	Location:	Reporting to:	Probationary Period:
Internship, External Relations Team	Conway Street, Central London	Communications Manager, Production and New Media	N/a

Marie Stopes International (MSI) is a marketing focused, results oriented social enterprise. We develop efficient, effective and sustainable family planning programmes in the UK and overseas. The UK division provides services to men and women over 130,000 times a year.

The primary responsibility of this role is to further MSI's Goal: **THE PREVENTION OF UNWANTED BIRTHS** and its mission of ensuring the individuals right to: **CHILDREN BY CHOICE NOT CHANCE**

It is a role requirement that the job holder must fully comply with, promote and live **MSI CORE VALUES**:

mission driven	customer focused	results orientated	pioneering	sustainable	people centered
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Key Responsibilities	Measure
<ul style="list-style-type: none"> <li><b>Writing and Editing:</b> Responsibilities will include, drafting and editing funding proposals for submission to donors, writing and editing content for MSI's websites (including news stories), updating profiles of key information on MSI target donors, drafting submissions to UK government inquiries on topics and countries relevant to MSI's work and producing country profiles of MSI partner countries.</li> </ul>	<p>Preparing accurate and well written copy in a timely manner.</p>
<ul style="list-style-type: none"> <li><b>Research and Analysis:</b> Responsibilities will include, researching donors (such as the EC and the UK Department for International Development) to ensure that profiles are correct and up to date, researching and producing a media impact analysis report based around coverage achieved from a particular media campaign, researching British MPs' attitudes and their willingness to support MSI issues and monitoring on-line health policy forums for information pertinent to MSI partners.</li> </ul>	<p>Accurate research presented in a timely manner.</p> <p>Clear presentation of findings to supervisor.</p> <p>Flagging pertinent information from research to supervisor in a timely manner.</p>
<ul style="list-style-type: none"> <li><b>Events Management:</b> Responsibilities will include assisting the co-ordination of the Guardian International Development Competition Awards and helping to co-ordinate media campaign launches.</li> </ul>	<p>Proactively providing support to the team when necessary.</p>

## Key Learning Outcomes – this 9 month placement will offer the following learning opportunities

- A clear understanding of MSI, from both a UK and International perspective (through an intensive induction programme).
- An understanding of the funding proposal process and donor requirements.
- A clear understanding of the integral role that External Relations plays within the organisation and how this fits with other teams/partner programmes.
- Development of writing and editing skills.
- Project management experience.

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- Development of research and analysis skills
- Training on MSI's internal systems and web tools

## Throughout the programme, MSI will support interns in the following ways:

- **Dedicated Mentor:** As well as a line manager, each intern will have a personal mentor, who will offer support, guidance and advice throughout the programme
- **Discussion Meetings:** Meetings will be held for interns to talk openly about their experiences and take learning from each other's experiences in different sections of the organisation
- **Performance Review Meetings:** All interns will be subject to regular meetings with their manager. In addition, there will be a performance review at the end of the programme to discuss the experience and future career opportunities
- **Stipend:** To support interns throughout this programme, MSI will provide a £500 monthly stipend to assist with travel and living costs

## Skills and Experience

### Qualifications:

- Currently enrolled graduate taking a gap year and currently working towards a degree in a communications related field Essential
- All applicants must have an excellent academic performance record, as demonstrated by recent university or institution records Essential

### Experience:

- Relevant work experience Desirable

### Skills:

- Strong writing and editing skills Essential
- Strong Microsoft Office skills Essential
- A self-starter with the ability to take the initiative on projects Essential
- Able to work with minimal supervision Essential
- Excellent communicator – able to communicate effectively, combined with cultural awareness Essential
- An understanding of the social business in development Desirable
- Ability to analyse figures to identify trends Essential
- Experience of researching (both qualitative and quantitative) Essential
- Able to speak French Desirable
- Strong organisational and prioritisation skills Essential

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## Attitude / Motivation:

- Applicants must have a demonstrated interest in the field of international development, particularly in the areas of safe motherhood and family planning
- Pro choice on abortion