

Job pack

Intern: Challenge Poverty Week 2020



Purpose of the job

The Intern will work alongside Church Action on Poverty's Poverty Media Coordinator in supporting partners across the country to organise a range of (virtual) events, assist in collating information and communications to promote Challenge Poverty Week (12-18 October), and conduct a post-event evaluation.

Background

Church Action on Poverty's vision is that the UK can and must be transformed into a country where everyone can live a full life, free from poverty. Poverty is an outrage against humanity. It robs people of dignity, freedom and hope, of power over their own lives. We believe that our vision - an end to poverty in the UK - can become a reality.

We seek to achieve this by working with a wide range of partners across the country – including people with experience of poverty themselves – to build a powerful social movement which draws together a diverse coalition of people and organisations around the goal of ending poverty and hunger in the UK.

As part of our movement-building work, we are planning to pilot 'Challenge Poverty Week' in England and Wales (12-18 October 2020), based on the model of Challenge Poverty Week which has been successfully developed in Scotland over the past 5-6 years. The purpose of the Week is to provide an opportunity for a wide range of local partner organisations to hold (virtual) events and activities to celebrate existing activities which are Challenging Poverty and to raise awareness of the need for more concerted action to tackle poverty, both locally and nationally. In line with our movement building aspirations, we are particularly keen to ensure that the voices, dignity, agency and power of people experiencing poverty themselves are featured strongly in the Week.

As part of this work, the Intern will have the opportunity to develop skills and experience needed for future employment in this field.

Main tasks (all carried out with/under the supervision of Church Action on Poverty's Poverty Media Coordinator)

- Assisting with all practical arrangements for Challenge Poverty Week, including liaising with key partners (including Poverty Alliance, Greater Manchester Poverty Action and colleagues organising London Challenge Poverty Week).
- Liaising with and promoting the Week to partner organisations across England and Wales and supporting and collating details of events and activities across the country (principally online due to COVID-19 restrictions).
- A range of practical tasks such as copywriting and editing webpages and resources for the Week, collating information, organising online briefing and training sessions,

providing support with social media, video and other online content, media and communications more generally.

- Collating details of all events and activities, social media and media content during the Week, and liaising with partners to undertake a post-event evaluation of the event.
- Drafting copy for website, e-communications, leaflets, etc. as appropriate.

Development opportunities

- Becoming familiar with the work of Church Action on Poverty, and our distinctive ethos and approach.
- Experience of using a variety of online communications platforms including social media, blogs and websites.
- Experience of team and project working.

Person specification

The successful candidate should ideally demonstrate:

- Good organisational and administrative skills
- Good written communication skills, preferably including experience of copywriting
- Good verbal communication skills (including via phone/Zoom)
- Good social media skills (ideally including generating and editing video content)
- Proficient IT skills including Microsoft Word, Outlook, Excel and video conferencing software
- Ability to plan and manage time effectively
- An ability to be an effective member of a team, but also to show initiative
- Accurate and reliable in work with a good attention to detail
- An interest in and sympathy with values and aims of Church Action on Poverty
- Flexible, willing to learn and to take on new challenges and responsibilities
- Able to work from home with appropriate support

What this role can offer

- A chance to apply existing skills, and an opportunity to develop new skills
- Excellent support, supervision and ongoing feedback from Church Action on Poverty's Programme Manager
- Be part of a professional team and be treated with the same care and respect as other Church Action on Poverty employees, including an induction to the organisation to allow you to fully integrate
- A reference for future employers, a formal performance review at the end of the internship and access to internal recruitment opportunities

Accountability and relationships

The Intern will be accountable to the Church Action on Poverty's Programme Manager, and will receive regular supervision by Zoom, phone and potentially face-to-face (if feasible). They will have close day-to-day working relationships with the Poverty Media Coordinator, Communications and Supporter Relations Manager and other members of the Church Action on Poverty staff team.

Other details

- Duration:** The post is available on an initial fixed term contract to 31 December 2020.
- Hours:** 35 hours per week, which can be worked flexibly, and including some evening and weekend work as appropriate, for which time off in lieu can be taken.
- Salary:** £10 per hour, equating to £18,200 per annum (pro rata for the length of the contract).
- Pension:** In common with all other staff, Church Action on Poverty will make a contribution to a mutually agreed pension scheme of up to 10% of salary, on the basis that the employee contributes not less than 5%.
- Holidays:** 25 days' annual leave pro rata plus statutory holidays.
- Location:** Work from home (appropriate equipment and arrangements will be made available). The Church Action on Poverty office at 28 Sandpiper Court, Modwen Road, Salford M5 3EZ is open and available, although it is anticipated that most staff will continue to work from home for the remainder of 2020.

Church Action on Poverty

Application for employment

Confidential



Job applied for: **Intern: Challenge Poverty Week 2020**

Closing date: **10am, Thursday 6 August 2020**

Personal details

Surname: _____ Other names: _____

Permanent residential address: _____

Postcode: _____

Daytime telephone: _____ Evening telephone: _____

Email address: _____

Where did you see this job advertised? _____

Referees

Please give the names and addresses of two people who can provide references. Do not include relatives (unless your current or previous employer is a relative). **If you are at present employed, please give details of your present employer. If not currently employed, please give the details of your last employer.**

First referee	Second referee
<i>Delete as appropriate:</i>	<i>Delete as appropriate:</i>
Current employer / former employer / friend / other (specify): _____	Current employer / former employer / friend / other (specify): _____
Name: _____	Name: _____
Address : _____	Address : _____
_____	_____
_____	_____
Email address: _____	Email address: _____
Telephone number: _____	Telephone number: _____
<input type="checkbox"/> Tick here if you do not wish us to approach this person without prior permission.	<input type="checkbox"/> Tick here if you do not wish us to approach this person without prior permission.

Work experience

Please give details of past and present work. This can be paid work, voluntary work, work at home, time spent raising a family, etc. All time since leaving full-time education should be accounted for. **Start with the most recent. Use the space below and please do not attach a CV.**

Name and address of employer or organisation	Job title or role	Paid? (yes/no)	Main duties	From	To (month/ year)	Reason for leaving

Qualifications

Academic and/or professional

Date	Qualification	Level	Where obtained

Training

Include any short courses you have taken.

From	To	Details

Personal statement

Your application pack includes a person specification. This is very important because it lists the essential requirements necessary for this job. **Please follow the steps below before completing this section.**

- 1) Study the person specification very carefully. It shows which of the requirements listed will be assessed from the application form. This means that the panel will be looking for evidence that you meet these particular requirements from the information you give in the space below.
- 2) Please show concrete evidence and real examples of how you meet each of these requirements. **Remember if you do not show that you meet these requirements, it will not be possible to shortlist you for an interview.** Please continue on separate sheets if required.

Disabled applicants

Where the successful applicant is a disabled person, every effort will be made to supply all necessary adaptations, employment aids or equipment to enable them to carry out the full duties of the job.

If, however, you feel that a certain aspect of the job may still prove unachievable by you, and this is due to the nature of your impairment, then the panel will give full consideration to the possibility of redesigning the job to remove that particular barrier. If you wish to bring such a matter to the panel’s attention at this stage, please do so in the space below. If you have no such matter to raise, then simply leave this space blank.

Health and medical conditions

Do you suffer from any medical conditions that might affect your ability to carry out the job?

Yes No

If yes, please give details:

Period of notice

How soon after an offer of employment would you be able to start the job?

Declaration

I confirm that to the best of my knowledge the information I have provided in this application (including home address and self-declaration) is correct and true. I realise that if it is found that I have deliberately given false or misleading information I am liable to be disqualified from further consideration or, if appointed, to be dismissed immediately and without notice.

Signed: _____

Date: _____

Please return to info@church-poverty.org.uk or Church Action on Poverty, 28 Sandpiper Court, Water’s Edge Business Park, Modwen Road, Salford M5 3EZ.

Equal Opportunities monitoring

The information in this section will be treated in the strictest confidence, and used to produce overall statistics about recruitment and selection, and to take action to prevent discrimination.

Gender

Please put a tick in one of these boxes.

I am... Female Male Prefer not to say Other _____

Disability

Please put a tick in one of these boxes.

Do you consider yourself to be a disabled person? Yes No

Please give further details if you wish:

Age

Please put a tick in one of these boxes.

I am.. under 18 18-24 25-44 45-64 65 or over

Ethnic origin

Please put a tick in one of these boxes. I would describe my ethnic origin as...

- | | |
|--|---|
| Bangladeshi <input type="checkbox"/> | Caribbean <input type="checkbox"/> |
| East African Asian <input type="checkbox"/> | African <input type="checkbox"/> |
| Indian <input type="checkbox"/> | Other Black (<i>please specify</i>) <input type="checkbox"/> |
| Pakistani <input type="checkbox"/> | _____ |
| Chinese <input type="checkbox"/> | White & Black Caribbean <input type="checkbox"/> |
| Vietnamese <input type="checkbox"/> | White & Black African <input type="checkbox"/> |
| Other Asian (<i>please specify</i>) <input type="checkbox"/> | White & Asian <input type="checkbox"/> |
| _____ | Other Mixed Origin (<i>please specify</i>) <input type="checkbox"/> |
| Middle Eastern <input type="checkbox"/> | _____ |
| | Irish <input type="checkbox"/> |
| | White British <input type="checkbox"/> |
| | Other White (<i>please specify</i>) <input type="checkbox"/> |
| | _____ |