



Communications Intern **12-month Fixed-Term/ 24 hours per week**



CBM Global

Dr.-Werner-Freyberg-Str. 7, 69514 Laudenbach, Germany

CBM Global Disability Inclusion Vereniging - Dutch Chamber of
Commerce No. 75787032

CBM Global Disability Inclusion GmbH - Amtsgericht Darmstadt HRB
100174

www.cbm-global.org

Recruitment Pack

CBM Global

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We're deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

The Role

Communications Intern

Fixed-term contract for 12 months / 24 hours per week

Reports to:

The Communications Intern will report to the **Senior Communications Officer**.

Job Overview

The role provides assistance to the Senior Communications Officer in enhancing our brand's presence and engagement across multiple platforms, aligning with our overall communications strategy. This position is designed to provide a hands-on experience in managing and executing our communication efforts, including maintaining social media presence, updating our website and intranet content, and supporting administrative tasks. The intern will contribute to the creation of digital content, track analytics to gauge the effectiveness of our communication strategies and assist in optimizing our outreach efforts. Ideal for a dynamic and proactive individual studying communications or a related field, this role offers a unique opportunity to gain practical skills and insights in the communications field within the development sector.

Based: We welcome applications from those who live and have the right to work in Burkina Faso, Kenya, Nigeria, Madagascar, Philippines, Nepal, Bangladesh, Indonesia, Lao PDR, Zimbabwe, UK, Ireland, Germany, and Netherlands. Remote working from any of above listed countries is possible.

Hours: Part-time 24 hours per week

Salary range: The salary offered will be competitive, dependent on skills and experience, as well as country of location. We offer a local contract

Responsibilities and Duties

Social Media Support

- Create and schedule engaging content on LinkedIn and X.
- Monitor social media channels for trending news and ideas, and actively engage with the audience through comments and messages.
- Support the management of editorial and event calendars for social media postings.

Website and Intranet Content Development

- Support the updating and maintenance of the website and intranet.
- Co-produce fresh content, including news articles, blog posts, banners, and multimedia elements.
- Assist in search engine optimization (SEO) tasks to improve visibility and track website analytics.

Content Production and Editorial Tasks

- Assist in drafting and editing communications materials such as press releases, newsletters, and annual reports.
- Coordinate and plan editorial content and publication schedules.

Administrative and Support Tasks

- Provide administrative support to the communications team, including preparing reports, maintaining records, and handling correspondence.
- Support virtual event planning and coordination activities.
- Assist in internal communications efforts, including newsletters and digital signage content.

Safeguarding responsibilities

Knowledge

Understand the incident management framework and the first responder role in recording, responding and reporting incidents.

Understand the survivor-centred approach and how to apply it when receiving a complaint or responding to an incident. Know local support services available in the community or region, and how to engage them.

Skills

Able to listen and accurately document reported concerns and complaints. Able to respect the confidentiality of safeguarding allegations. Able to appropriately apply the survivor-centred approach.

Behaviours

Treat the survivor and others involved in an incident with dignity and respect. Be assertive in implementing the initial incident response protocols by gaining the trust and cooperation of parties involved.

Key outcomes expected from this role

1. CBM Global's digital presence is enhanced
2. Website and intranet are updated
3. Content, report, and other communications materials are produced/developed

Person Specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**.

CBM Global welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience and knowledge

- Experience with social media platforms and understanding of social media strategies.
- Experience in preparing virtual events
- Basic knowledge of content management systems (CMS) and website analytics tools (e.g., Google Analytics).

Skills/competencies/personal qualities

- Graphic design skills, website editing skills (working knowledge of content management systems) and event planning experience an asset.
- Ability to multitask
- Excellent organisational and time management skills
- Effective communication skills (written and verbal); fluency in English
- Excellent interpersonal skills
- Aptitude for problem solving
- Strong ethics and reliability
- Attention to detail
- Able to maintain confidentiality

Qualifications

- Currently enrolled in or recently graduated from a bachelor's degree program in Communications, Journalism, Marketing, or a related field.

Employee Benefits

- We offer flexibility and working from home arrangements.
- As part of our commitment with inclusion, CBM Global aims to encourage applications from people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information

Shortlisting and Interviews

CBM Global is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM Global is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM Global aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status.

Employment Checks

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

How to apply

More information about CBM Global Disability Inclusion can be found by visiting the CBM Global website: www.cbm-global.org

Closing date: Sunday, 25th of August 2024

Please:

1. Use this link:
<http://cbmglobal.peoplehr.net/Pages/JobBoard/Opening.aspx?v=a86d9409-3ade-4a55-99a6-5f0cd95ee240> to apply
2. Prepare your CV in English please, as you will need to upload it into our ATS system.
3. Download and complete the Application Form in English please, as you will need to upload it into our ATS system.
4. No email applications will be considered. If you have any problems with the system, please redirect them to our email address recruitment@cbm-global.org with the following format: *Family Name First Name: **Communications Intern, COUNTRY.***

We also welcome informal enquiries, which should also be sent to the above email address.