

## JOB DESCRIPTION

**Job title:** Strategy Intern

**Location:** London

**Managed by:** New Partnerships Strategy Advisor

**Fixed term (three months) starting 14 August 2017.**

**Salary:** £17,745 per annum

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## HOW TO APPLY

To apply please complete **our application form** fully as we do not review letters and CVs. Once completed, please send your application form to [kscott@consint.org](mailto:kscott@consint.org).

## WHO WE ARE

**Consumers International is the world federation of consumer groups that, working together with its members, serves as the only independent and authoritative global voice for consumers.**

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties.

We work in partnership and exercise our influence with integrity, tenacity and passion to deliver tangible results.

## MAIN PURPOSE OF INTERNSHIP

We are currently undertaking a review of our strategy in order to re-define our role and strategic approach and to create a new relevance for Consumers International. This includes; focussing our activities around the digital society and economy; reviewing our membership and supporter model; creating a new relevance through convening to achieve positive impacts for consumers; and, developing relationships and working with businesses in dynamic new ways.

We are seeking to recruit a Strategy Intern with exceptional communication and organisational skills to provide support to the New Partnerships Strategy Advisor and the strategy review team.

Our small but dynamic team works closely together to support each other. This role is for someone who has an interest in organisational strategy and planning; impact measurement, monitoring and evaluation; and, research. We require someone who is a thinker and planner, is tenacious and creative, with great attention to detail and who enjoys working in a fast-paced environment.

## KEY RESPONSIBILITIES

### Main Areas of Responsibility

#### 1. Supporting Strategic Review

- a. Support the New Partnerships Strategy Advisor and other Consumers International staff by developing and drafting various inputs to the strategy review particularly in relation to research & benchmarking; impact measurement, monitoring and evaluation in order to provide evidence to develop and support new approaches.
- b. Help develop and create clear, concise and visually appealing models, diagrams, flow charts, process diagrams to bring elements of the strategy review to life.
- c. Provide administrative support for the strategy review.

#### 2. Research

- a. Undertake research and benchmarking activities using a variety of direct and indirect research methods to support the strategy review.
- b. Collate and analyse information from multiple sources to produce clear, concise summaries, identify themes and present data in accessible and useable formats to aid the strategy review.

### The overall work of Consumers International

- c. Contribute to team meetings and other organisational-wide communications.
- d. Carry out other specific activities as required by the New Partnerships Strategy Advisor and other staff.

## PERSON SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At Application / Interview	
<b>EXPERIENCE</b>	Experience of working in an office environment.	✓	✓
	Experience of writing materials for a non-academic audience.	✓	✓
	Experience of research	✓	✓
	Experience of strategy development	✓	✓
	Experience of impact measurement, monitoring and evaluation	✓	✓
<b>SKILLS AND ABILITIES</b>	A cooperative team worker - self-motivated and able to work efficiently without close supervision.	✓	✓
	Strong administrative and organisation skills and the ability to manage multiple deadlines.	✓	✓
	Confident telephone manner.	✓	✓
	Fluent in spoken and written English.	✓	✓
	Strong IT skills	✓	✓
<b>OTHER REQUIREMENTS</b>	Ability to legally work in the UK (Consumers International cannot assist with visa applications)	✓	
	Commitment to the aims and objectives of Consumers International.		✓
<b>NON ESSENTIAL REQUIREMENTS</b>			

### July 2017

Consumers International is an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

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