

JOB DESCRIPTION

Job title: Advocacy Intern

Location: London

Managed by: Digital Advocacy Manager

Fixed term (Six months)

WHO WE ARE

Consumers International is the membership organisation for consumer groups around the world.

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 ROLE

Consumers International is implementing an exciting new strategy focused on our Digital Change Agenda and a new approach of working with a broader network to deliver positive change for consumers around the world. With ambitious plans for the next twelve months including a large global event next year, this is a great time to be joining the organisation.

The Advocacy intern will have a varied role supporting colleagues to deliver briefings, research and events; including communications with our international membership and partners in government, business and civil society.

The role will give the successful candidate valuable experience and insight into advocacy, research and communications as well as project management and event management.

The digital topics that you will be working on include Artificial Intelligence, the Internet of Things, e-Commerce and the platform economy. In addition, you may also be asked to give support one of our externally funded projects on food, sustainable consumption and product safety.

Here is a flavour of the things we have worked on in the first year of our new strategy:

- Co-creating best practice IoT guidelines for manufacturers
- Research project into how consumers really feel about artificial intelligence
- Advocating for a consumer chapter in future e-commerce trade deals

KEY RESPONSIBILITIES

Main Areas of Responsibility (these responsibilities are not exhaustive and may change in relation to organisational need):

We are looking for an enthusiastic individual with an interest in digital issues who is keen to learn and develop. You will need strong organisational skills to manage your time and coordinate all activities related to the role. You should be comfortable with working in a busy and varied environment and able to write and communicate clearly and effectively with a variety of people from different cultural backgrounds. Key responsibilities of the role include:

1. With the support of colleagues, conducting occasional small pieces of research to support the development of briefings, proposals and events.
2. Supporting the delivery of sponsored workstreams including scheduling and supporting research interviews, analysis of issues and presentation of results.
3. Supporting the delivery of small to medium size events including supporting the development of agendas, invite lists and logistical arrangements such as coordinating travel for staff and speakers and delegates attending the event.
4. Supporting communications between the advocacy team and a range of stakeholders including Consumers International's members, civil society groups, academics, companies etc ensuring timely, accurate and well-presented communications.
5. Supporting the communication of activities and decisions internally so that all staff are informed and engaged in our work.

The overall work of Consumers International

- Contribute to team meetings and other Consumers International-wide communication and outreach.
- Carry out other specific activities as required

PERSON SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At Application / Interview	
EXPERIENCE	Experience of working in an office environment.	✓	✓
	Experience of writing materials for a non-academic audience.	✓	✓
	Experience of supporting events and/or coordinating projects	✓	✓
SKILLS AND ABILITIES	A cooperative team worker - self-motivated and able to work efficiently without close supervision.	✓	✓
	Flexibility, responsiveness, and an ability to work independently as well as with, and across, numerous teams	✓	✓
	Strong administrative and organisation skills and the ability to manage multiple deadlines.	✓	✓
	Confident telephone manner.	✓	✓
	Fluent in spoken and written English.	✓	✓
	Strong IT skills	✓	✓
OTHER REQUIREMENTS	Interest in digital issues	✓	✓
	Interest in international advocacy	✓	✓
	Ability to legally work in the UK (Consumers International cannot assist with visa applications)	✓	✓
	Commitment to the aims and objectives of Consumers International	✓	✓
NON-ESSENTIAL REQUIREMENTS	Experience of using Content Management Systems or other website management tools	✓	✓
	Foreign language skills	✓	✓

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Consumers International strives to be 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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