

JOB DESCRIPTION

Job title: Advocacy assistant (two internships available)

Location: London

Managed by: Director of Advocacy

Fixed term (Six months)

Salary: £19,565 per annum

HOW TO APPLY

To apply, please **send you cover letter and CV** to kscott@consint.org by 26 February 2020.

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 the consumer opportunities and challenges created by new technology and a new approach of working with a broader network to deliver positive change for consumers around the world. With ambitious plans for the future, this is a great time to be joining the organisation.

These positions 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 roles will give the successful candidates valuable experience and insight into advocacy, research and communications as well as project management and event management. You will have opportunities to take responsibility for areas of work with support from senior colleagues.

We have two internships available: one focused on **financial services** and one focused on **food**. Fifty percent of each role will be dedicated to this focus topic with the remainder split between a range of other consumer topics such as e-commerce, energy and data.

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 excellent research, analysis and presentation skills and an interest in consumer issues. You should be comfortable with working in a busy and varied environment and be able to write and communicate clearly and effectively with a variety of people from different cultural backgrounds. You will need to be organised and able to manage your time and coordinate all activities related to the role. Key responsibilities of the role include:

1. Under supervision of the Director of Advocacy, conducting research to support the development of briefings, proposals and events.
2. Supporting the delivery of existing and new multi-stakeholder workstreams including scheduling and conducting research interviews, analysis of issues and presentation of results.
3. 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, appropriate 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 management and/or coordinating projects.	✓	✓
SKILLS AND ABILITIES	A cooperative team worker - flexible, responsive and able to work with colleagues across the team and organisation.	✓	✓
	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.	✓	✓
OTHER REQUIREMENTS	Interest in consumer 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	Foreign language skills.	✓	✓
	Knowledge or experience of working on financial services or food.	✓	✓

February 2020

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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