**JOB DESCRIPTION**

**Job title:** Partnerships and Development Intern  
**Location:** Remote working (must be UK based)  
**Managed by:** Director of Partnerships and Development  
**Contract:** Fixed term, full-time (6 months)  
**Salary:** £20,100 per annum

**BACKGROUND**

Consumers International is the only global membership organisation bringing together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers.  

We work with our members and partners, across national borders to address critical, systemic global issues that impact and involve consumers. Representing and empowering consumers, we are their voice in international policy-making forums and the global marketplace to shape a world where everyone has access to safe and sustainable products and services.  

In the early stages of implementing a new strategy, our rapidly developing programmes consider consumers rights and needs, meeting the sustainable development goals and the areas where our global movement can make the biggest difference, shaping the future for consumers in food, finance, energy, mobility, sustainable consumption and more from the future of food production and consumption to catalysing a sustainable energy transition.

**PURPOSE OF THE ROLE**

We are looking for a Partnerships and Development Intern with relationship building, research, and stakeholder engagement skills.  

As Partnerships and Development Intern, your key responsibilities will include assisting the team and organisation with researching, engaging and onboarding prospective partners and stakeholders with Consumers International. You will play a key role in telling the Consumers International story to business and foundations and providing a match-making service between prospective partners and our programmes of change.  

You will also join at an exciting time; we are currently conducting a game-changing innovation project to redefine how Consumers International works with business. You will get to shadow the team as we build and execute this new engagement model.  

This is an excellent opportunity for anyone who is looking to kick-start a career in partnerships, fundraising or stakeholder engagement and gain invaluable experience at an ambitious and exciting international charity.
KEY RESPONSIBILITIES

Prospect and Partner Engagement Assistance
- Creating written materials to engage partners and prospects
- Assisting with team meetings and coordinating actions for upcoming meetings
- Conducting ethical checks on prospective partners
- Arranging partnership contracts
- Maintaining the Consumers International Pipeline and Concept Tracker via Excel (later Salesforce)
- Inviting prospects and partners to Consumers International events and helping to plan Consumers International presence at global events
- Setting up meetings and taking meeting notes

Research
- Researching prospect trends (businesses and foundations) on a quarterly basis
- Researching individuals and organisations for meeting briefs, engagement materials and proposals
- Stakeholder mapping
- Researching partnership models and approaches among our peers

Team working
- Work openly and co-operatively with other colleagues
- Communicate effectively and collaborate enthusiastically with other team members

Other
- Any other duties and responsibilities appropriate to the role
- Take full responsibility for the completion of delegated tasks

The overall work of Consumers International
- Contribute to team meetings and other Consumers International-wide communications
- Carry out other specific activities related to the project as required
## PERSONAL SPECIFICATION

<table>
<thead>
<tr>
<th>ESSENTIAL REQUIREMENTS</th>
<th>CRITERIA</th>
</tr>
</thead>
</table>
| EXPERIENCE & UNDERSTANDING | • Experience of working in an office environment  
• Experience of writing materials for a non-academic audience  
• Experience of communications or campaigning  
• Experience of remote and/or in person event delivery |
| SKILLS AND ABILITIES | • A cooperative team worker, self-motivated and able to work efficiently without close supervision  
• An ability to think analytically and conduct desk research on relevant topics, trends and opportunities  
• Meticulous attention to detail and proof-reading skills  
• Strong organisation skills and the ability to manage multiple deadlines  
• An ability to draft campaign content such as letters and press release templates.  
• Experience of drafting or writing engaging copy  
• Confident telephone manner  
• Understanding and interest in traditional and social media  
• Fluent in spoken and written English  
• Strong IT skills, proficiency in MS Office (Word, Excel, and PowerPoint) required, experience of Salesforce is a bonus  
• Self-starter with can-do attitude, proactively proposing new ideas in support of our strategy and continuous improvement  
• Excellent communication skills. Ability to communicate complex information succinctly both in writing and verbally |
| OTHER ESSENTIAL REQUIREMENTS | • Commitment to the aims and objectives of Consumers International  
• Able to thrive in a multicultural, highly collaborative, and agile work environment  
• Good organisational representative  
• Outstanding collaborator, with the ability to build strong relationships internally  
• Second language would be an asset  
• Able to legally work in the UK (Consumers International cannot assist with visa applications) |
| NON-ESSENTIAL REQUIREMENTS | • Design and communication package experience – ability to use systems such as InDesign, Photoshop and Mailchimp and website  
• Content management systems |
OUR VALUES

The Consumers International team strives to live the following values:

| Leadership | • Making tough trade-offs to ensure we deliver against strategy.  
| • Charting a path forward – listening to other perspectives, while being independent of those perspectives.  
| • Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work.  
| • Striving to bring others with us – colleagues understand the direction we are taking and our reasoning. Viewpoints are sought at key moments and delivery is orientated around the strategy.  |

| Inclusivity | • In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.  |

| Caring | • Caring about the career development and success of our colleagues and how our team collaborates together.  
| • Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.  |

| Innovation | • Pursuing new creative ideas that have the potential to change the world.  |

| Agility | • Adapting quickly in response to opportunity.  |

| Efficiency | • Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.  |

| Excellence | • Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.  |

| Passion | • Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals.  
| • Engaging with energy and excitement.  |

This is a description of the job as it is presently constituted. It is the practice of Consumers International to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation’s aim to reach agreement on changes, but if agreement is not possible, Consumers International reserves the right to insist on changes to your job description, after consultation with you.
EMPLOYEE BENEFITS:

Consumers International employee benefits include:

- 27 days per year holiday, plus bank holidays, for full-time staff
- Pension (employer contribution fixed at 5.25%, minimum employee contribution 3.75%)
- Life insurance cover of x2 annual salary
- Long term illness insurance
- Employee discounts on goods and services

HOW TO APPLY:

If you are interested in this position, please share your CV and a covering letter (no more than two pages) with recruitment@consint.org

Your cover letter should explain clearly how your skills and experience relate to the criteria detailed in the person specification section of the job description.

The deadline for applications is end of day Wednesday the 25th May 2022, however, we will be reviewing applications and interviewing on an ongoing basis prior to the deadline so please do apply early.

Updated: March 2021

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.