

Cambridgeshire Community Foundation

Communications Voluntary Internship Opportunities

Background

Cambridgeshire Community Foundation (CCF) is a registered charity (1103314) and a member of the UK Community Foundation network (UKCF). CCF awards grants to charitable projects undertaken in Cambridgeshire on behalf of a growing number of donors. In the year to December 2016 CCF managed over 50 donor advised funds and awarded just over £1.5 million in grants to 319 projects.

CCF is looking to fill 3 voluntary internship opportunities during the next 9 months, to work with the Donor Support Team, creating and distributing communication material.

Interns will be involved in the following projects:

Impact report

Achieving improved quality of life is about successful outcomes and impacts – the changes or benefits that result from what a charity or project provides. CCF produces an annual impact report, reviewing the impact of grants made over a 12 month period.

Vital Signs

The Vital Signs programme has been running in the UK since 2013, and is modelled on an initiative started by the Community Foundations of Canada. The goal of Vital Signs is to take the pulse of our community, to measure the quality of life and to highlight the county's priorities and opportunities for action. Existing statistical data is combined with the results of a community consultation survey to offer a picture of what life is like in Cambridgeshire, formed from a combination of solid evidence and personal reflections.

We use Vital Signs to “start conversations” with our donors, partners, voluntary and community groups and other stakeholders. By measuring the vitality of our communities in key areas, we hope to be able to:

- Better inform our donors about issues and opportunities in the community
- Make connections between individuals and groups to address those issues
- Set priorities and identify opportunities.

In 2016 our Vital Signs Research covered nine local themes: fairness; education; economy and employment; health; housing; safety; strong communities; arts, culture and heritage; and environment. This year, the programme will focus on just one theme, TBA.

Fund reports / newsletters

Fund reports and newsletters are produced to update donors on how their funds have been allocated and the impact of that funding on local communities.

Social media

Helping to keep the CCF social media feeds active, with relevant up to date information.

Magazine

The Forum is a new quarterly magazine published by CCF. The first edition was printed in January 2017. The goal is to build and enhance CCF's relationship with current donors and raise the awareness of potential donors.

Each edition will include articles that portray CCF as an efficient, effective, credible, trustworthy organisation and that demonstrate the experience and flexibility of the foundation. Examples of managing funds for large corporates, individuals, local and national government; examples of working in partnership; examples of relationships with funded groups; examples of how CCF is supported by volunteers; examples of using research to inform grant-making will be chosen to evidence how CCF works. The magazine will also celebrate the valuable work of the community based organisations and charities that CCF has supported, and highlight local needs.

Fund marketing

Assisting the Grants Team with promotion of specific funds and upcoming application deadlines.

Website admin

Update the CCF website where necessary.

Events

Assist in the organisation of any events CCF is running.

Project outlines

CCF is looking to fill three voluntary internship opportunities:

Opportunity 1

1st March – 31st May 2017

[Closing date has passed, Friday 20 February 2017]

Opportunity 2

1st June – 31st August 2017

Intern will be responsible for:

1. Research for Vital Signs, including collating and analysing existing data available from local and national sources, and identifying headline issues
2. Carrying out a community consultation for Vital Signs (in the past this has been carried out through an online survey) asking for the views of local people on the positive and negative aspects of their community
3. Writing a “Vital Issues” referenced research report including research data and community consultation results
4. Writing fund reports / newsletters for donors
5. Maintaining CCF’s social media presence
6. Assisting with production of CCF’s magazine, The Forum and other communications tasks when requested, including updating the CCF website, promoting grant funding available, helping at any events CCF is running
7. Assisting with distribution of the July edition of The Forum

Closing date: extended to 1 May 2017

Opportunity 3

1st September – 30th November 2017

Intern will be responsible for:

1. Creating a Vital Signs summary report, a high level summary and visual presentation of key findings taken from the Vital Issues report working with a designer
2. Creating and implementing a publicity plan focused on the publication of the 2017 Vital Signs report on 03/10/2017, along with other UK and overseas community foundations
3. Writing fund reports / newsletters for donors
4. Maintaining CCF's social media presence
5. Assisting with production of CCF's magazine, The Forum and other communications tasks when requested, including updating the CCF website, promoting grant funding available, helping at any events CCF is running
6. Assisting with distribution of the October edition of The Forum

Closing date: 1 May 2017

Person specification

- Strong IT skills, with experience in using Word, Excel and PowerPoint *.
- Experience of working with a database.
- Ability to work independently and as part of a team *.
- Highly organised with attention to detail *.
- Strong research and analytical skills *.
- Strong communication skills.
- Experience of visual representation of data.
- Ability to work under pressure.
- Ability to think and work creatively.

* These skills are required, the others are desirable.

CCF will commit to

- Provide every intern with a project plan and an induction.
- Provide each intern with adequate support and supervision, including regular meetings to discuss progress and personal development needs. Interns will be able to look to all CCF team members for advice and guidance.
- Reimburse travel, eligible out of pocket expenses and contribute to subsistence costs.
- Provide adequate insurance cover for interns whilst carrying out their role, which has been approved and authorised by CCF.
- Provide interns with training to assist them to carry out their role and to encourage their personal development.
- Ensure all interns are dealt with in accordance with the CCF Equal Opportunities Policy.

Interns may also have opportunities to meet and network with staff from other community foundations at regional meetings.

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If you are passionate about communication with emphasis on impact and the common good, please submit your CV with a cover letter to: esrcdtc@admin.cam.ac.uk before 1st of May 2017.