



The Irish Association of  
Non-Governmental Development  
Organisations

## **Programme Support Internship**

### **Terms of Reference**

**Do you want to make a difference in the world by engaging with issues of poverty and injustice? Are you a connector, an innovator and a good communicator?**

Dóchas, the Irish Association of Non-Governmental Development Organisations, is a vibrant network which aims to connect, inspire and represent people and organisations working for global justice. We provide a forum for consultation and co-operation between our members, and aim to speak with a single voice on global development and justice. Our vision is a world where poverty and marginalisation are unacceptable and where every person has the right to live a life of dignity.

We are seeking a talented graduate who craves learning new skills and wants to make change happen. As an intern you will work on business development, communications and policy issues, working with the team on practical projects that will help Dóchas grow. Our ideal candidate is someone who is committed to the values of social justice, and believes in the importance of collaboration in order to bring about transformative change. It is someone who is excellent at research, and who is able to communicate in a creative and thoughtful way.

#### **As a Dóchas intern you will learn to:**

1. Assist with planning, organising and marketing Dóchas events, including our showcase annual conference that is attended by over 200 people.
2. Research and draft policy briefings that will be shared with influencers, in collaboration with our Head of Programme and Policy
3. Understand results-based management by supporting Dóchas to gather and track relevant data.
4. Prepare analysis and research on critical development issues of relevance to our members.
5. Create compelling content for our website, and other social media outlets, to tell our Story.

#### **We will require you to:**

1. have a background in international development or related academic discipline
2. have strong event planning skills and experience
3. have experience of or interest in policy development and political engagement
3. have very strong communication and social media skills
4. be organised, with an ability to prioritize time-sensitive assignments
5. be creative and flexible
6. have an interest in non-profit management and community development

We value all of our interns and will go the extra mile to make sure you receive a learning experience that fits your career goals. You will become an integral member of our team, contributing fully to the delivery of Dóchas strategic objectives. You will learn how to work in a network environment and have ample opportunity to meet with leaders and practitioners in international development.

### **Details**

This internship is a voluntary arrangement for a six month period, with the option to extend by a further three months. Dóchas will pay a stipend of €500 per month, in compensation for costs such as transport, lunches or others items incurred during the intern's activities. This amount will be paid at the end of each month.

Interns are not employed by Dóchas, and Dóchas will not be liable for the payment of salaries, PAYE, PRSI or USC in respect of this internship.

You will report to a Dóchas staff member and work from our office at Olympic House, Pleasants Street, Dublin 8, Ireland. Normal working hours of 9am to 5pm will apply.

You will be required at all times to observe the confidentiality of Dóchas' policies, papers and files which cannot be disclosed to anyone outside the organisation without the permission of the CEO.

### **TO APPLY**

Please send CV and letter of application by email or post to Anna Farrell, Finance and Operations Manager, Dóchas, Suite 8, Olympic House, Pleasants Street, Dublin, Email: [anna@dochas.ie](mailto:anna@dochas.ie).

**The deadline for application is Monday 27 November 2017, at 5pm. Expected start date: January 2018.**