



Partnerships and Communications Intern

September, 2024

Candidate Pack

Job Title	Partnerships and Communications Intern
Location	Ideally hybrid. 1-2 office days Central London). Fully remote would be considered.
Duration	6 months (with the possibility of extension). Start date immediately.
Hours	Preferably full time (35 hours per week). Part time (min 21 hours per week) would be considered.
Compensation	£25,400 per annum pro rata (£24,200 without London weighting)
Application deadline	Application will be reviewed on a rolling basis. Actively interviewing

ABOUT US

PEAS (Promoting Equality in African Schools) is a not-for-profit that expands access to inclusive, quality secondary education across Sub-Saharan Africa. Our vision is a world where all children enjoy an education that unlocks their full potential.

Each year we support over 200,000 young people, in marginalised communities across Uganda, Zambia and Ghana. We have built, and run one of the largest, not-for-profit secondary school networks in sub-Saharan Africa. We draw on this experience to work hand in hand with governments so all young people can learn in a safe, inclusive environment.

Our award-winning programmes are designed and delivered by Africans for Africans. Evidence shows our students come from poorer households and make faster learning progress. And our girls are more confident and better equipped for life after school.

It's an exciting time for PEAS. Our reach and impact is growing rapidly; we support 10xs the number of students we did 5 years ago, we are building more schools and have expanded into new countries.

ROLE OVERVIEW:

To support this growth, we are seeking two highly motivated and enthusiastic individuals to work with our Partnerships and Communications team. You will support the team to increase income, diversify funding streams, and implement engaging fundraising campaigns and events. This is a fantastic opportunity for someone looking to gain experience and skills across a breadth of fundraising and communications activities.

Key Responsibilities:

- Conducting research on prospective donors, foundations, and corporate supporters and monitoring grant portals to build a pipeline of new funding opportunities
- Gathering and collating informative and engaging content for efficient proposal development
- Supporting in the development of funding proposals to donors, foundations, and corporate supporters
- Supporting with event design and management to engage new donors and steward existing partners
- Supporting with the implementation of a new donor journey process to improve team efficiency and build strong relationships with funders
- Supporting in the development and implementation of a new individual giving strategy to grow this new income stream for PEAS
- Contributing creative ideas for new fundraising opportunities
- Drafting, editing, and proofing content for e-newsletters, blogs, and social media
- Helping to gather and analyse social media metrics to assess the performance of campaigns
- Supporting the creation of visual content for various communications materials using Canva

Skills and Qualifications:

- Interest in non-profit fundraising and development
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and/or Google Suite
- Design experience or knowledge of using Canva (not essential)

What You'll Gain:

- Hands-on experience in fundraising, communications and international development
- Insight into non-profit operations and donor engagement strategies
- Networking opportunities with professionals in the sector

How to Apply:

To apply, please send your CV and a short cover letter to recruitment@peas.org.uk with the subject line “Partnerships and Communications Intern Application – [Your Name]” by 23rd October 2024. In your cover letter, please explain why you’re interested in the role and how your skills and experiences align with the position.