



## Intern Role – Role Specification

### COMMUNICATIONS & CAPACITY BUILDING INTERN

- **When?** September / October 2015 – February / March 2016, 30 hours per week
- **Where?** Dublin city
- **Payment?** Unpaid, with a daily stipend to contribute to travel and lunch expenses
- **Deadline for applications?** September 6<sup>th</sup> 2015
- **Interview date:** September 11<sup>th</sup> 2015
- **Reports to:** CEO – Deirdre Mortell

#### Tell me more....

SIFI was started in 2013, and commenced operations in late 2014. Based in Dublin, it was catalysed by the Irish Government to stimulate philanthropy and support the growth of Ireland's best social innovations each year.

This role will be its second staff member. Social Innovation Fund practises active philanthropy through providing growth capital in the form of grants, as well as non-financial supports targeting growth. These can include growth planning, mentoring & other inputs tailored to the organisation's needs.

SIFI is delighted to be able to offer a placement for a communications and capacity building intern for 6 months from September/October 2015 to February/March 2016 and are welcoming applications until September 6<sup>th</sup> 2015. The office dress code is smart casual.

#### What are we looking for?

Our **intern** will be expected to provide assistance and support to the CEO on the development and implementation of our first programme, including work on the call for applications, selection process, coordination of planning sessions, producing analytical reports on progress. Communications tasks will include organising a launch event, updating the website and regular reports on social media and website analytics, contributing ideas to grow our presence, and drafting content for social and digital media channels. General administrative, fundraising support, and event-related tasks are also part of the brief.

In selecting an intern we are looking for someone to join our small, dynamic and determined team. We would like them to have:

- A commitment to our vision – of an Ireland invigorated by the world’s best system for supporting social innovations.
- An ability to work as part of a team, including a friendly & open manner
- Excellent research, communication and organisational skills, including writing skills & numeracy
- Experience with Microsoft Office, including Excel, PowerPoint, Word and Outlook and a high level of IT competence
- Knowledge of social media
- A third-level degree that demonstrates analytical skills
- Like all staff, an ability to be an Ambassador for SIFI.

### **What’s in it for you?**

As an intern with Social Innovation Fund Ireland you will benefit from:

- Assignment of individual project work, working to a high level of own responsibility and initiative
- Opportunities for practical research, event management and direct stakeholder engagement
- Interaction with a wide range of people including SIFI Board, grantees, and others
- Development of highly transferable office skills
- Career development advice and mentoring
- Daily subsidised travel and lunch.

### **How to Apply**

Applications are now open for the position of Intern. **Deadline for applications is September 6<sup>th</sup> 2015.** Interns are expected to be available to start work by 1<sup>st</sup> October 2015.

If you would like to apply for the position of Intern, please email your CV and cover letter highlighting what you think your key skills are and why you would like to apply to [hello@socialinnovation.ie](mailto:hello@socialinnovation.ie).

Please note, this internship position is unpaid, however we do offer a contribution to your travel and lunch expenses.