

## Campaigns and Communications Internship

Action for Southern Africa (ACTSA), the successor organisation to the Anti-Apartheid Movement, campaigns with the people of southern Africa working for Justice, rights and development across the region. With the help of our members, ACTSA influences decision-makers in Britain and Europe on policies that affect southern Africa.

ACTSA runs a programme of internships for people interested in working in NGOs and the voluntary sector. We seek committed and enthusiastic people who can work well within our small, but dynamic team. The role is challenging and rewarding, and you will gain vital experience, which has helped previous interns to secure permanent positions across the development and campaigns sectors.

As Campaigns and Communications Intern you will work on the planning, execution and promotion of our campaigns, including our work on democracy and rights in Zimbabwe and Swaziland. You will research for and contribute copy for ACTSA publications including the Zimbabwe update and Angola Monitor. You will assist in the development of online actions and contribute towards the development of our online communications and website including improving the accessibility of our website. To be considered, you need to be able to commit to staying with ACTSA for three months, this way both parties benefit from the process.

We are unable to offer a salary however we do reimburse travel costs within London (Zones 1-6) and offer a daily lunch allowance of £3.50

### Person Specification

#### Essential

- Good communication skills, specifically written and spoken.
- IT literacy, specifically the use of Microsoft Office programmes.
- Ability to use own initiative and manage own time.
- Ability to work as part of a team.
- Ability to prioritise, to work to deadlines and under pressure.
- Ability to work with other staff in relating ACTSA's public campaign work to fundraising, media related and membership promotion

#### Desirable

- Knowledge of and interest in the issues facing the people of southern Africa.
- Knowledge of and interest in the international development and foreign affairs sector.
- Experience of running or working on campaigns.
- Experience of fundraising and membership promotion.
- Experience of website management or writing for websites.
- Good political understanding and judgement.

### Main responsibilities

- To produce a number of news updates for ACTSA members and supporters including contributing to the Angola Monitor and Zimbabwe Update.
- To support ACTSA's campaigning work on Swaziland, including the development of a programme for civil society activists, visiting Britain.
- To produce public campaigns materials on relevant issues; including updates, e-actions and leaflets for ACTSA's campaigning work.
- To undertake campaign planning and execution within the campaigns team.

- To write articles for ACTSA news and other publications.
- To maintain sections of ACTSA's website.
- To assist with the updating sections of ACTSA's website.
- To produce press releases and liaising with media contacts.