

## Terms of Reference - Internship with Fern (paid)

**Title of the internship:** Communications and administrations internship – increasing the reach of Fern’s work

### Short description of the role:

Help Fern by supporting campaigners with administrative tasks, and adapting existing communications materials to reach new audiences, agree plans to get Fern messages heard beyond “the usual suspects” and begin to put these plans in to practice.

### Background:

Fern is a European NGO with a global focus. We hold the EU to account for the impact it has on forests and the communities living in and around them, worldwide. We try to influence and improve EU policies, always informed by those on the ground. We are a small organisation spread between two offices (in Gloucestershire, UK and in Brussels, Belgium). It is the role of the communications team to make sure that Fern’s original research, policy proposals and campaign messages are reaching the right eyes and ears to make a difference.

In the last few years Fern has published a number of reports showcasing original research, videos highlighting the voices of community members in countries with rich tropical forests, and material explaining the problem with using forests as carbon offsets. Their content is still relevant, and we need to make sure they reach people who haven’t seen them yet, but should. We also need to remind those that have seen them to take another look.

It is an exciting time for Fern’s communications team. We are rebuilding our website, writing a new five year plan and developing a new monitoring and evaluating system. But we don’t want all the great information that Fern has produced to get swept aside. Therefore we are looking for an imaginative and creative intern to join the team for an initial three months, to find ways of transforming our reports, videos and other publications into content that will reach new people. And then to make it happen.

### Specific tasks to be completed by the intern:

Exact tasks to be agreed between successful intern and their Fern contact point, but some indicative tasks could include:

- Designing slideshows or short animations (using intuitive packages) to highlight key findings from a number of Fern’s reports
- Turning Fern material into GIFs
- Compiling information and editing text for the LoggingOff.info website
- Writing engaging blogs about Fern reports and linking them to current discussions
- Supporting campaigners with day to day administrative tasks
- Support with the logistics around events
- Support with printing and document disseminations
- Support with correct tagging and migrating of documents for new website
- Support with updating of content for new website
- Support with drafting guides and instruction documents for new website
- Filing and archiving of publications and documents
- Update and import contacts into fern contact database
- Update and log impacts in the impact database

### What will Fern give you?

This is an exciting paid opportunity to get strong work experience in a campaigning organisation, learning how to market material to different audiences.

Fern will ensure you have a computer and desk to work from in one of our offices.

Fern will ensure you get an overview of all our campaign areas, and have the opportunity to join communications team meetings, with the chance to influence what communications look like in Fern.

Fern will ensure you are introduced to our non-hierarchical structure and receive support to get the most out of your time with us.

**Requirements:**

<b>Essential</b>	<b>Desirable</b>
Experience in a communications environment or relevant qualification	Knowledge of French or/and another European language
Interest in environmental or social justice issues	Good writing and/or editing skills
A good eye for design	Knowledge of image editing or video editing software.
A good understanding and experience of using social media	

**Timeline and logistics:**

Start of the internship is 1<sup>st</sup> September!

Fern has funding to pay €800/month for this role from September to December 2017, and will also cover travel costs during the internship.

This could be a part time or full time position, depending on mutual agreement between you and Fern.

**How to apply:**

Send your CV and a short email explaining your interest, your preference to working in the Brussels or UK office and when you could start to [emilie@fern.org](mailto:emilie@fern.org)

**Deadline:**

Fern will close applications once we find the right candidate.