

## **Job Description: CHEM Trust Campaign Intern**

**Position title:** Campaign intern (paid)  
**Reports to:** Executive Director  
**Date:** From March/April 2015 (precise start date to be agreed), for a fixed term of 12 months, at 4 days per week

### **Mission of the organisation:**

CHEM Trust's Vision is a world where humans and wildlife co-exist with a sustainable chemical industry, and where man-made chemicals play no part in causing impaired reproduction, deformities, disease, or deficits in neurological function.

We are a small, dynamic and influential NGO, working mainly at EU and UK levels. We are science based, and work closely with NGOs and others in Brussels, around Europe and beyond.

More information about CHEM Trust's work is available from our web site & blog:

- <http://www.chemtrust.org.uk/>

### **Summary of this role:**

The intern will work with the Executive Director and other members of the team in order to support and develop CHEM Trust's work, maximising our effectiveness and impact.

As CHEM Trust is a small organisation, you will have the opportunity to be involved in many aspects of our work, and learn from our extensive experience of campaigning, advocacy and policymaking.

You will also learn about working as part of a network of civil society organisations around Europe, and how we work with other stakeholders such as civil servants, politicians, researchers and business.

### **Major Duties and Responsibilities:**

- Working with the Executive Director on our web & social media strategy and implementation.
- Developing our communications to multiple audiences, including writing and checking materials.
- Helping CHEM Trust work efficiently, by developing and implementation organisational systems.
- To work with Executive Director and other CHEM Trust staff and NGO partners in order to develop and implement campaigns and projects.
- To organise meetings, round tables, conferences as appropriate.
- Developing an understanding of our work, and participating in our strategy and planning.
- This role may include limited travel, for example to Brussels. It may also include working outside normal hours - we operate a time off in lieu system.

## **Profile:**

### ***Required skills and competencies:***

- Strong organizational skills and time management skills
- Ability to work independently and take initiative
- Effective team working, including with a virtual team
- Good written and spoken English, including the ability to write accurately about complex or technical topics.
- Confidence in communicating with a wide range of people including experts, the public and the media.
- Good research and analytical skills
- A commitment to protecting the environment and human health
- IT literate, with a good understanding of social media
- Ability to understand scientific concepts

### ***Useful skills and competencies***

- Experience of campaigning and/or advocacy
- An understanding of databases and mailing techniques
- Scientific or similar background
- Experience of policy making processes

You must also have the right to live and work in the UK.

*NB: This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*

## **Location and working hours**

- 4 days per week, 28 hrs per week. (NB: The Executive Director also works 4 days per week; the rest of the team also work part time).
- Holiday: 25 working days pro rata (= 20 days) per annum in addition to the normal public holidays and the days between Christmas and New Year.
- Salary: £13,322.40 pa. £1110.20 per month; £9.15 per hour (= London living wage).
- CHEM Trust will pay for between 2 and 4 days per week (to be discussed) of office space at Impact Hub Kings Cross, York Way, London, which is where the Executive Director is based. Other days (if relevant) may be worked from home.
- CHEM Trust will provide a laptop, software etc for the period of the internship.