

Network Development Intern

Full-time/Part-time:	4 days (30 hours) a week
Reporting to:	International Director
Salary:	National Minimum Wage or National Living Wage (the rate of pay will be at the relevant statutory minimum level)
Location:	Oxford, UK (with the option of part-office, part-home working)
Duration:	1 year
Suggested start date:	15 August 2021

Background

Viva is **inspiring lasting change** in **children's lives** through the power of **collective action** because we have a vision to see children **safe, well** and **fulfilling their God-given potential**.

We believe that a network of churches and community organisations, locally focused and united in purpose, is the best possible vehicle for bringing lasting change for children.

We are reaching **over 4 million children** in 28 countries through our 39 partner networks, which comprise over 5000 churches and community organisations. Go to our website at viva.org to see more of our work or blog.viva.org to read stories of lasting change in children's lives.

Job purpose

As Network Development Intern, you will support Viva's Network Development Team in supporting our international partner networks to run effective programmes that will impact children. You will learn about the support process as well as implementation of monitoring, evaluation and learning processes. You will also have opportunity to learn about the process of designing systems, developing strategy and writing or adapting resources to support the work of our partner networks around the world. Your role will be varied with a range of projects.

You will be joining a highly motivated and hard-working global staff. We value our strong sense of family and team. We are committed to high standards in all that we do as well as grace when we don't hit those standards. We're passionate about living out our faith, but welcoming of those with any faith or none.

Key responsibilities

Your responsibilities will include:

- Working closely with International Director to support the monitoring and

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evaluation of funded programmes

- Analysing quantitative and qualitative information from our networks around the world to review programmes and compile global summary reports to share internally and with supporters
- Helping ensure we have relevant and up-to-date information on our website for each of our partner networks
- Assisting in producing monthly updates to staff and quarterly reporting
- Assisting in the writing up of effective programmes
- Supporting in the analysis of data from our global phone mentoring programme to identify impact areas and recommend possible adaptations
- Supporting with development of training materials and programmes including reviewing and formatting materials
- Writing blog posts and articles for our website and magazines

Personal specification

- Educated to degree level or working towards completion of degree or other equivalent level qualification
- A desire to support children and families who are struggling
- Willingness to learn
- Good organisational and interpersonal skills
- Able to manage workload to meet deadlines
- Excellent written and oral communication
- Team player able to work effectively with others, adaptable and flexible
- Able to work independently and self-motivate, particularly when working remotely
- Good computer skills

Terms and conditions of employment

This is a part-time role for Viva, located at its Oxford offices in the UK. The appointment will be confirmed, subject to a satisfactory six-month probationary review and a satisfactory credit check. Annual performance appraisals are undertaken. It is a requirement of all staff to be familiar with all of Viva's policies and procedures, including the Values, Code of Conduct, Child Protection Policy and Data Protection Policy.

Holiday: 33 days per annum, to include 8 public holidays and any required office closure (pro rata)

Contact:
Miriam Kniffen
People Care Administrator
Email: hr@viva.org

Application deadline: **Wednesday 14 April 2021 (midnight)**
Interviews: **Friday 30 April 2021**

Apply online at www.viva.org/jobs

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