**Job/Role Title:** Global Communications Intern

**Grade:** Internship

**Responsible to:** Senior Media Advisor – Communications, Voice and Media

**Location:** London, UK / New Delhi, India / Nairobi, Kenya / Tunis, Tunisia / Kuala Lumpur, Malaysia

**Duration:** Three months with potential to extend.

**Role Purpose:** 1)Under the direction of the Global Communications, Voice and Media (CVM) team, the Intern will be responsible for updating and managing content on IPPF’s global website. They will also be responsible for assisting with creating content for our global social media accounts. 2) The high-level focus of this role also includes building upon our global communications and social media strategies. The intern will work most closely with the Global CVM team, the wider CVM staff members from across the Secretariat, and other key internal and external stakeholders such as our web developers, content creators and on occasion, staff from our Member Associations.

**Context of Role:** Millions of people around the world still lack access to high quality, rights-based sexual and reproductive health (SRH) services. We are also facing increasing global and national opposition to SRHR and a world prone to natural disasters and conflicts. IPPF supports Member Associations (MAs) to create and champion a supportive and enabling environment for sexual and reproductive health and rights for all. The purpose of our Communications, Voice and Media (CVM) team, as part of the broader Solidarity for Change and Voice (S4CV) team, is to drive our communications and media engagement in line with our new strategy, Come Together 2028, which shows a new sort of possibility in how we change the landscape on our issues and the narrative that informs it. The Global Communications Intern will assist our CVM team towards our commitment to speaking up and speaking out for Sexual and Reproductive Health, Rights & Justice (SRHRJ) for all.

**Deliverables**:

* **Coordination & planning** communications, social media, and campaigning activities to ensure successful implementation, working in close collaboration with External Relations teams, Global Leads, and with participating MAs, ensuring that all parties collaborate and find opportunities to maximize resources, efforts and impact.
* **Learning, communication and knowledge sharing:** The intern will assist with the dissemination of information internally and externally and will ensure that learning from communication and social media campaigning informs future practice.
* **Website maintenance:** Coordinate, support and ensure that our website audit recommendations are implemented, thereby increasing audience reach and UX experience.

**The Global Communications Intern will:**

* Update the IPPF global website as per audit recommendations
* Assist the Snr Social Media Advisor on the management of IPPF social media content, ensuring we are meeting our targets for Facebook, Instagram, LinkedIn, TikTok and Twitter
* Draft social media posts on our key issues around the world and our Member Associations (MAs) activities, ensuring IPPF’s verbal and visual framing techniques are adhered to
* Update media contact lists, draft press releases, and monitor media activity around SRHR for pitching opportunities
* Work with the global communications team to plan and execute against global campaigns and UN Days, submitting for scheduling in advance
* Scope out external content creation opportunities (including through illustrators, graphic designers, video producers, and animators) and costs, ensuring brand guidelines are adhered to
* Scope out collaboration opportunities with influencers active in our space
* Create simple multimedia content for our digital platforms, including illustrations, short videos, and infographics
* Draft written content for our digital platforms, such as blogs and articles
* Undertake any other reasonable duties as may be requested from time to time.
* To take collective responsibility for safeguarding.

**Expertise:**

* Strong experience in the development and application of social media initiatives
* Strong background in creating engaging, inclusive and progressive written content and other messaging
* Experience with basic website development, editing and front-end coding
* Experience of supporting NGOs or grassroots movements in their communications, media, or campaigning activities
* Background/understanding of development and humanitarian issues
* Strong understanding of Sexual and Reproductive Health, Rights & Justice (SRHRJ), LGBTQI+ issues, social movements and anti-SRHR opposition
* Experience within multi-cultural and multi-lingual environments
* Ability to positively interact with a range of colleagues and external partners
* Team player with honest and constructive communication, flexibility and ‘can-do’ approach.

**Skills:**

* Innovative and creative thinking
* Excellent communications and writing skills, including the ability to write quickly, clearly, and concisely, producing engaging copy
* Basic graphic design skills (using Canva or similar)
* Basic video production and editing skills (CapCut)
* Sound administrative and organizational skills
* Ability to work in a flexible environment across different time zones
* Outstanding oral and written English is essential. Fluency in another widely spoken language in IPPF such as French, Spanish, Portuguese, Russian or Arabic would be an asset.
* Good writing skills to interact and engage culturally and gender diverse groups from technical and non-technical audiences.
* Ability to work independently, to effectively deliver on tight deadlines and to manage competing priorities.

**Your Ethos:**

* Demonstrate an understanding of and commitment to safeguarding in a local and international context.
* Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
* An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
* Supportive of people’s rights regardless of sexuality or gender identity/expression and supportive of workers’ rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF’s Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.