

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; Mexico City, Mexico; Washington DC or NYC, US

Duration: Three months with potential to extend.

Role Purpose: The Intern, under the guidance of the Global Communications, Voice and Media (CVM) team, will play an integral role in supporting IPPF's digital presence. Key responsibilities include:

1. **Content Management:** Updating and maintaining content on IPPF's global website to ensure accuracy, relevance, and alignment with organizational messaging.
2. **Social Media Support:** Assisting in the creation and scheduling of engaging content across IPPF's global social media platforms.
3. **Strategic Communications:** Contributing to the evolution of global communications and social media strategies by providing fresh perspectives, research, and creative input.

This role offers valuable exposure to cross-functional collaboration, working closely with the Global CVM team, communications colleagues from across the Secretariat, and key internal and external partners—including web developers, content creators, and, occasionally, representatives from Member Associations.

Context of Role: Millions of people around the world continue to face barriers to accessing high-quality, rights-based sexual and reproductive health (SRH) services. Compounding this challenge is a surge in both global and national opposition to sexual and reproductive health and rights (SRHR), alongside a growing prevalence of natural disasters and conflicts.

IPPF works in solidarity with its Member Associations (MAs) to foster and advocate for a supportive, inclusive, and enabling environment where SRHR is upheld and protected for all. Our Communications, Voice and Media (CVM) team—embedded within the wider Solidarity for Change and Voice (S4CV) division—leads our strategic communications and media engagement to advance this mission.

Guided

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:** Support the coordination of the new website and maintain the existing site by uploading content, helping to expand audience reach and enhance user 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 Instagram and LinkedIn
- 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
- Support the development of internal newsletters
- 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.

Salary

- IPPF is committed to fair compensation for interns. As such, this position will be paid at the minimum hourly rate applicable in the intern's local jurisdiction, provided they are based in one of our global or regional hubs. Unfortunately, we are unable to consider applicants based outside these locations.

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.