



Save the Children
New Zealand

POSITION DESCRIPTION

JOB TITLE: Programme Research Intern
LOCATION: Wellington National Office
CONTRACT TYPE: Part Time (1-2 days a week) Fixed Term (6 months)
Unpaid, voluntary internship
REPORTS TO: Andrew Johnston
DIRECT REPORTS: NIL

Background to Save the Children

Save the Children New Zealand ('SCNZ') is a non-governmental organisation that fights for children's rights worldwide. SCNZ is currently managing projects in the South Pacific, South East Asia and East Africa. It is part of Save the Children International (SCI), which is made up of 27 member countries who work together to carry out joint programmes in more than 120 countries around the world. This makes SCI the world's largest independent child rights development organisation. Together, SCI members implement more than US\$1.3 billion worth of development projects annually.

Save the Children International organisational values

SCI VALUES	SCI DEFINITIONS	DEMONSTRATED BEHAVIOURS
Accountability	We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners, and most of all children	<ul style="list-style-type: none">• Takes personal responsibility for key deliverables• Happy to admit mistakes, and learns from both mistakes and successes
Ambition	We are demanding of ourselves and our colleagues, set high goals, and are committed to improving the quality of everything we do for children	<ul style="list-style-type: none">• Sets clear goals and objectives that are ambitious in their nature• Is committed to continuous improvement in work efforts and activities• Proactively seeks relevant opportunities• Demonstrates personal drive and commitment
Collaboration	We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children	<ul style="list-style-type: none">• Team player who works co-operatively with colleagues• Is fair and reasonable to others• Able to clearly understand organisational priorities• Identifies and maintains key stakeholder relationships effectively
Creativity	We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children	<ul style="list-style-type: none">• Innovative in approach to their role• Embraces and supports organisational change
Integrity	We aspire to live the highest standards of personal honesty and behaviour; we never compromise	<ul style="list-style-type: none">• Acts with honesty and transparency in all dealings, maintaining an ethical approach to work

	our reputation and always act in the best interests of children	<ul style="list-style-type: none"> • Behaviour in accordance with SCNZ and SCI good conduct guidelines
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Background to the position

SCNZ's Programmes team is responsible for ensuring the design, implementation and management (including performance and reporting) of SCNZ's international programmes is of the highest quality, and maximises positive results for children and the communities they live in.

The Programmes research intern will be responsible for:

1. Programme Strategy Research

We are currently reviewing our International Programmes strategy and need support to collate and summarise child rights situational analyses across the countries in which we currently and will potentially deliver projects especially in the Asia-Pacific. This research will include a further analysis of other agencies providing support in these areas and opportunities and resources for SCNZ interventions where possible.

2. Communications and content

Where possible the intern will provide additional support in completing SCNZ international programme and project summaries and further research support for sector and geographic priorities and SCNZ programme funding applications and reports.

3. Other Duties

These responsibilities may also include any other duties within reasonable limits, as requested by relevant managers. Specific Key Performance Indicators for this role will be developed and reviewed with your manager in conjunction with the current organisational plan of SCNZ.

Person Specification:

The Programme Research Intern will be expected to have and utilise the following skills and qualities while working for Save the Children New Zealand:

1. A tertiary qualification in a related discipline such as International Development, Education, Communications, International Relations or another relevant discipline.
2. A good understanding of international development organisations and the contexts they operate within.
3. Commitment to the vision, mission, values and principles of Save the Children.
4. Sound planning and organisational skills, and a proven ability to meet deadlines.
5. Good administrative skills, including all aspects of filing / document administration.
6. Familiarity with using Microsoft Office software to produce reports and other resources (including images and posters)
7. Experience in conducting and supporting background reviews and research for particular programmes.