



**Save the Children**  
救 助 兒 童 會

## **PROGRAMME SPECIFICATION**

For the position of      INTERNSHIP

with      Save the Children HONG KONG

## **WHO WE ARE**

Save the Children is the world's leading independent organization for children. We believe every child deserves a future. In Hong Kong and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share.

Building on our 100 years' experience of bringing communities, civil society, governments, businesses and donors together, Save the Children ensures children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

Save the Children Hong Kong is part of the Save the Children global movement, which is made up of 30 member organisations, operating in around 120 countries.

Are you passionate about helping children in Hong Kong and around the world? Join us in inspiring breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives!

## **INTERNSHIP**

### **SCOPE OF PROGRAMME**

As an international NGO, we wish to offer opportunities for students to explore the industry and gain insight on the operation of NGO. Understand your interested field and how to utilize your strength (or make up for your development areas) that you hold if you wish to develop your career in this industry. You can practice your skills and rotated to different roles within the organization. Your mentor will monitor your progress and offer constructive feedback to you and help you develop your own attributes. You may find a list of Function & Teams that require your support in the below section.

### **AVAILABLE FUNCTION & TEAMS:**

#### **Internship (Marketing & Communications Function)**

- Develop content for traditional and digital media channels, including materials for media, publications, website and social media

#### **Internship (Domestic Programme Function)**

- To support the integrated services function ranging from design and planning to facilitate and implement the programmes

#### **Internship (Advocacy Function)**

- To assist in drafting different submission and organising advocacy campaign on child right issues

#### **Internship (Fundraising Function)**

- To assist in planning, organising and executing various kind of events and drive for funding from event participants(Event & Celebrity team)
- To assist in developing and implementing campaigns and innovative contents to raise funds from corporate and foundations donors(Corporate & Foundation Team)
- To assist in fundraising activities which are targeting individual citizens(Individual Giving & Digital Marketing Team)
- To assist the donation processing on a daily basis and engage in the communication between our donors and beneficiary and serve as the bridge to connect the two parties. (Donor Service Team)

### **Internship (Shared Services Function)**

- To assist our team in various projects to enhance the working environment as well as provide assistance to our operations. (HR & Admin Team)
- To support our team on income and expenditure of the organisation. You will work with the team on our daily accounting using our accounting system duties and support on some ad hoc projects. (Finance Team)
- To assist our team on handling all kinds of IT projects, and offer assistance to internal user as IT helpdesk. (IT Team)

### **PROGRAMME REQUIREMENT**

- Lots of initiatives and with a can-do and adaptable attitude
- Experience in organize or implement social welfare programme/fundraising activities is an advantage (For applicant to Children Programme or Fundraising Function)
- Committed to resolving contemporary child rights issue

## **BEHAVIOURS (our Values in Practice)**

### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

### **Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
- Values diversity, sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency

## **COMPETENCY FRAMEWORK**

### **Leading:**

- Leading and inspiring others
- Delivering results
- Developing self and others

### **Thinking:**

- Problem solving and decision making
- Innovating and Adapting
- Applying technical and professional expertise

### **Engaging:**

- Working effectively with others
- Communicating with impact
- Networking

## **APPOINTMENT TERMS**

Don't miss the opportunity to have career success and fulfilment while you deliver change for children to attain the right to survival, protection, development and participation.

We need to keep children safe so our selection process, which includes background checks, reflects our commitment to the protection of children from abuse. Candidates at the final stage of recruitment process may be requested to undergo Sexual Conviction Record Check by the Hong Kong Police. If you refuse to undergo the check, we have the right not to consider your application.

Interested parties please send full resume, including your availability and preferred function to [hkcareers@savethechildren.org](mailto:hkcareers@savethechildren.org). Personal data collected will be used for recruitment purpose only.