

Terms of Reference

UNHCR Network Support Team Research Intern

Project Title: UNHCR Network Support Team Research Intern

Organisation: UNHCR

Job Title: UNHCR Network Support Team Research Intern (PSP Network community)

Duty Station: Copenhagen, Denmark

Duration: 6 months

Contract Type: Intern

Closing date: 30th March 2017

Start date: April 2017

Background Information

UNHCR, the UN Refugee Agency, is a global organisation dedicated to saving lives, protecting rights and building a better future for refugees, and others who were forced to flee. Every year, millions of men, women and children are forced to run to escape conflict and persecution. UNHCR teams are in the field in over 125 countries, using their expertise to protect and care for nearly 65 million people.

This internship is designed to support the Network Support Team (NST) in creating funding proposals and reports suitable for donors in the Leadership Giving Space – that is donors like Corporations, Foundations and Wealthy Individuals who are able to give us \$100,000 or more, which our fundraisers in 22+ countries can use to work with their donors locally.

We have our own, bespoke Exchange Platform community – managed by the Network Support Team, which we aim to maintain as a ‘treasure trove’ of relevant information for our fundraisers around the world, as well as an effective platform for communicating and sharing knowledge around private sector fundraising issues. To keep up our ability to add proposals, reports and other fundraising friendly materials we have identified the need for support provided by a research-savvy intern.

The person will work within the NST, helping to find and check facts, provide pictures and stories from our various internal sources and to generally work with the team on producing these resources in time for fundraisers deadlines.

Duties and Responsibilities

We are looking for an intern with solid research experience and an eye for what information increases understanding across non-expert audiences for fundraisers where English is a second or sometimes third language, and an interest in communicating electronically with the members of a truly global community of private sector fundraisers.

Typical tasks will include:

- To research data and content to contribute to fundraising friendly proposals and reports for support on key areas of UNHCR’s work that matches donor’s interests

- To research data, content and pictures to contribute to fundraising friendly documents to respond to refugee emergencies as they arise
- To support fundraising teams and individuals in Branch Offices & National Associations to meet their donors content needs for information and communications activities
- To research and develop good knowledge and resources demonstrating UNHCR's programmes that will appeal to donors
- To provide research support to the other members of the team with donor applications and packages as requested

Essential Minimum Qualifications and Professional Experience Required

Education:

University level qualifications (Bachelor's or Master's degree) in a relevant area (**desirable**).

Job Experience:

- Experience of researching complex issues for the ultimate purpose of delivering information and communications materials to non-expert audiences
- Experience of working in a humanitarian context would be an advantage

Language:

- Written fluency in English (**required**).

Required and Desirable Competencies:

Technical

- Excellent research skills
- Excellent grasp of statistics and numeracy
- Experience of communicating with non-expert audiences

General

- Excellent multi-tasking and time management skills
- Excellent team working skills

Location:

The selected intern will be based within the Network Support Team, and work from the UN City, Copenhagen.

Conditions:

The intern is expected to begin in April 2017, and be available for 6 months. The role is full time (40 hours per week) with working hours between 9.00am to 5.00pm Monday to Friday. Please note that the terms of internship as defined by UNHCR practice, preclude payment of any kind.

To Apply:

Interested applicants should submit their letter of motivation, Personal History Form (P11), and CV, including testimonials/degrees/certificates to DENCOCMUHR@unhcr.org indicating "**LG Network Support Team Research Intern**" in the subject of the email.

P11 forms are available on www.unhcr.org/recruit/p11new.doc

The deadline for applications is 30th March 2017