

## Job Description: CHEM Trust Campaign Intern

**Position title:** Campaign intern (paid – London Living Wage)  
**Reports to:** Head of Advocacy  
**Date:** From late Jan 2020/early Feb (precise start date to be agreed), for a fixed term of 12 months, at 5 days per week

*“Throughout the 12 months I really felt the benefits of working in a small team, as I could gain experience across the range of issues that CHEM Trust works on. It was also great to work alongside people with so much experience in policy processes and chemicals regulations. The whole team is very friendly and supportive, and they were keen to help me develop in the role. I’m very happy to be staying on at CHEM Trust and look forward to working closely with the new intern.”*

Ellie, the previous Campaign Intern at CHEM Trust.

### **Mission of the organisation:**

CHEM Trust’s Vision is a world where humans and wildlife co-exist with a sustainable chemical industry, and where man-made chemicals play no part in causing impaired reproduction, deformities, disease, or deficits in neurological function.

We are a small, dynamic and influential NGO, working mainly at EU and UK levels. We are science based, and work closely with NGOs and others in Brussels, around Europe and beyond.

More information about CHEM Trust’s work and team is available from our web site & blog:

- <http://chemtrust.org>

### **Summary of this role**

The intern will work with the Head of Advocacy, the Executive Director and other members of the team in order to support and develop CHEM Trust’s work, maximising our effectiveness and impact.

As CHEM Trust is a small organisation, you will have the opportunity to be involved in many aspects of our work, and learn from our extensive experience of campaigning, advocacy and policymaking.

You will also learn about working as part of a network of civil society organisations across Europe, and how we work with other stakeholders such as civil servants, politicians, researchers and business.

### **Major Duties and Responsibilities:**

- Developing our communications to multiple audiences, including writing blogs, the newsletter and checking materials.
- Working with the Fundraising team to write reports for funders and to share updates with current funders.

- Working with the Head of Advocacy and the Executive Director on our web & social media strategy and implementation.
- Working with the Head of Advocacy and Executive Director to prepare papers for the CHEM Trust Trustees.
- Helping CHEM Trust work efficiently, by developing and implementing organisational systems.
- Working with the Head of Advocacy, the Executive Director and other CHEM Trust staff and NGO partners to develop and implement campaigns and projects.
- Organising meetings, round tables, and conferences as appropriate.
- Developing an understanding of our work and participating in our strategy and planning.
- This role may include limited travel, for example to Brussels. It may also include working outside normal hours - we operate a time off in lieu system.

## **Profile**

### ***Required skills and competencies:***

- Strong organizational skills and time management skills
- Ability to work independently and take initiative
- Effective team working, including with a virtual team
- Excellent written and spoken English, including the ability to write accurately about complex or technical topics.
- Confidence in communicating with a wide range of people including experts, the public and the media.
- Good research and analytical skills
- A commitment to protecting the environment and human health
- IT literate, with a good understanding of social media
- Ability to understand scientific concepts

### ***Useful skills and competencies***

- Experience of campaigning and/or advocacy
- An understanding of databases and mailing techniques
- Scientific or similar background
- Experience of policy making processes
- Experience of using social media tools

You must also have the right to live and work in the UK.

*NB: This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.*

## Location and working hours

- 5 days per week, 35 hrs per week. (NB: Most of the team work a 4 or a 3 day week.)
- Holiday: 25 working days per annum in addition to the normal public holidays and the days between Christmas and New Year.
- Salary: £19,565 pa; £10.75 per hour (= London living wage) plus pension contributions.
- CHEM Trust will pay for between 2 and 4 days per week (to be discussed) of office space at Impact Hub Kings Cross, York Way, London, which is where the Executive Director is based. Other days (if relevant) may be worked from home.
- CHEM Trust will provide a laptop, software etc for the period of the internship.

## How to apply

To apply, please send us:

- Your CV
- A 2-4 page (max) covering letter explaining (with examples) how you would be a good fit for the role outlined in this job description.
- NB: Your CV or the cover letter should include the names and contact details of two references with knowledge of your work

**Send the application to:** [eleanor.hawke@chemtrust.org](mailto:eleanor.hawke@chemtrust.org)

**The deadline for applications is 9am UK time on January 6th 2020.**

**We plan to interview shortlisted candidates in London on January 15th 2020.**

Unfortunately, we only have the capacity to contact shortlisted candidates.