



Internet, Social Media and Communication Intern

Background to the Organisation

[Disability in Wales and Africa](#) (DWA) is a voluntary organisation run by a Management Committee of 8 people, plus a volunteer Co-ordinator. It was established in December 2010, to encourage Welsh organisations, carrying out development work in Africa, to include disabled people and their families. Such partnerships are often referred to as “Links” and collectively the Sector is sometimes known as ‘Wales Africa’.

Increasingly, over the last year, the strap-line under-pinning DWA’s work has become “Disabled People’s Participation Should Be Expected, Not Just Accepted”. DWA seeks to encourage “Wales Africa Links”, and other organisations, to include and involve disabled people within their activities. This is primarily through training, providing information and promoting good practice. We also seek to promote solidarity between disabled people in Wales and Africa.

DWA wants to raise awareness of its work and its supporters, both within and beyond Wales Africa. DWA will promote disabled people as equal partners within the development process. Our activities, and publicity, are guided by the [UN Convention on the Rights of Persons with Disabilities](#) and the [UN Sustainable Development Goals](#). Our Campaigns aim to engage new and existing supporters, keeping them up to date with news and events.

The Internet, Social Media and Communication Intern Role

DWA needs a motivated individual to join its team as an Intern to assist with the organisation’s operation. Specifically, this will be to continue to develop DWA’s Website, and to manage social media accounts on Twitter, Facebook, LinkedIn and Instagram. We are also eager to investigate other ways and means to raise the visibility of the organisation.

The role will touch on a variety of communication and marketing angles. It will provide opportunities for people to develop such skills and experience within a Third Sector environment, particularly those focusing on International Development and/or Disability.

Responsibilities

- Update and maintain the DWA website
- Increase social media presence
- Maintain the supporters database, and a log of interested parties
- Seek out news, articles and events of relevance to the organisation and its supporters
- Publicise events

Person Specification

- Experience of, or interest in, international development
- Experience of, or interest in, disability (social model/rights-based approach)
- Experience of managing websites and social media accounts
- Ability to work on one's own initiative as well as part of a team
- Ability to work with Microsoft Office or equivalent
- Proficiency in written and verbal English is essential, Welsh is advantageous

Location

- The work will be home based, with occasional attendance at events based in Wales. Face to face Meetings are held infrequently. However, communication and support will be via the most appropriate means, e.g. Skype, telephone calls etc

Salary

- This is an unpaid position. However, travel and out of pocket expenses will be covered

Benefits to you

- You will be able to advance your social media, digital and internet skills, as well as presentation and publicity skills
- You will gain experience and knowledge in the fields of disability rights, international development and voluntary organisations
- You will have the opportunity to work with a small, friendly and supportive team, who are passionate about the work of DWA

To apply please send a CV and covering letter to either Gemma James gem_james1@hotmail.com or Paul Lindoewood drtc@phonecoop.coop