

## Job Description - Community Health Global Network (CHGN) Intern

Job Information	
Job Title	Fundraising and Communications Intern
Department and Team	Community Health Global Network (CHGN)
Location	c/o InterHealth 111 Westminster Bridge Road, London SE1 7HR
Working Hours	2-4 days per week (days flexible)

Position in the Organisation	
Accountable to	CHGN Operations Manager
Responsible for	Fundraising events, communications and administration
Works in conjunction with	CHGN Team, members, supporters, trusts, donor agencies and web design company

### What we do

CHGN is an initiative of InterHealth. Whilst InterHealth provides whole person healthcare to individuals and organisations working overseas, CHGN supports those specifically involved in primary healthcare.

CHGN is motivated by Christian beliefs/values and by humanitarian ideals to help build relational networks of support, share learning and encourage those working in isolated environments to connect with other healthcare workers.

### How we do it

We fulfill our mission by:

- Providing online information and training resources for those working in primary healthcare.
- Partnering with organisations and individuals and responding to their needs for support, advice and/or resources, in order to maximise their well effectiveness and impact.
- Helping to connect organisations and individuals using innovative approaches to networking i.e. through building clusters.
- Researching and communicating current trends and developments in primary healthcare.

## Overall Purpose of Job

To provide administrative and project support to CHGN's Director and Operations Manager.

There are many new opportunities opening up for CHGN. The intern position will enable the successful candidate to use/gain skills in communications, fundraising and web content management. The intern will need a strong degree of motivation, specific interest in the work of CHGN and flexibility. They will also need to be fully in sympathy with the Christian values and beliefs that underpin the work of CHGN.

- to content-manage the website i.e write text, set appropriate tags and update news feeds etc.
- Regularly review key sections of the website for opportunities/errors.

## Summary of main responsibilities

- Provide administrative support for ongoing CHGN team activities and communications
- Provide support for the web development project
- Plan, develop and implement 1-2 fundraising activities
- Help to develop and implement a PR/communications strategy, to raise awareness about CHGN and increase its membership

## Key Responsibilities and Tasks

### 1. Web Development

- Support with the completion of the web development project
- Assist the Operations Manager Monitor website traffic. Develop a monthly reporting system that effectively analyses the success of e-flyers, newsletters and new website content and evaluates click-through rates and the level of readership.
- Contribute to CHGN Newsletters and other e-communications sent to members on a monthly basis.
- Help to identify relevant online marketing opportunities, social networking sites, forums, websites, reciprocated link opportunities etc. to help raise CHGN membership and awareness of global health trends etc.

### 2. Fundraising project

- Work with Operations Manager to develop and implement fundraising strategy
- Plan, market and execute 1-2 key fundraising activities / events to raise money for CHGN core costs and cluster development work.
- Work in collaboration with CHGN team and Friends of CHGN to engage support for fundraising activities
- Raise the profile of CHGN through relevant websites and media coverage

### 3. Research

- Research appropriate articles and links for the CHGN website and newsletters
- Research new opportunities and possible partnerships with primary healthcare agencies, both in the UK and overseas.

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