

Background

We are inspiring lasting change in children's lives through the power of collective action because we have a vision to see children safe, well and fulfilling their God-given potential. We believe that a network of churches and community organisations, locally focused and united in purpose, is the best possible vehicle for bringing lasting change for children.

Through 34 partner networks, across 22 countries, Viva is increasing the unity, quality and impact of work for vulnerable children at risk, bringing more than 2,000 churches and over 1,000 organisations together in collective action, building the capacity of 20,800 staff and caring for 918,000 children.

The Viva HK Team is a fun team who enjoy spending time together inside and outside of work. They love new people and are always looking for quality people to join them.

Key Areas of Work

An exciting and varied role located out of Viva's Hong Kong office, reporting directly to the Development Director and based within Viva's Mobilisation Team.

To work alongside the team in Hong Kong in delivering the activities of Viva International's mobilisation office, building Viva's presence in Hong Kong and developing funding streams.

Core activities

1. To assist in the running of the busy HK office. Involvement in a variety of admin and operational activities.
2. Assist the team with communications, events and relationship building, where appropriate.
3. Research new sources of 'proposal-based funding' for Viva's partner networks (mainly from within Hong Kong).
4. Help contribute to the submission of proposals and reports to foundations and corporates (including appropriate follow-up).

We want your internship to be as relevant to you as possible. As such we have two work streams you can follow in addition to the core activities:

Fundraising and Marketing

- Involved in refining our main charity proposition for donors
- Setting and contributing to our major donor, corporate, church and institutional meetings
- Maintaining our social media and online presence
- Helping manage our calendar of events
- Building and maintaining relationships with a variety of supporters
- Working with supporters and colleagues on a range of activities and events

Programme and Development

- Supporting the Network Development manager on a range of initiatives
- Working on the development of Viva's Hong Kong network and programmes
- Supporting the Child Protection workshops locally
- Engaging with a number of local churches and charities to build a stronger network and clearer consensus on the local needs of children
- Help with the production of funding request, briefing and feedback from the field documents

Personal specification

To be successful you will be able to demonstrate the following:

- Self-motivated and proactive with a can-do attitude
- Excellent written and verbal communication skills, with an eye for detail
- Ability to adapt and prioritise an ever-changing workload
- Interest in working across countries
- Computer literate and Microsoft Office proficient
- Interest in working in the international development sector
- Identification with and sympathy for the Christian aims and values of Viva
- Comfortable building professional relationships
- Ideally educated to degree or diploma level
- Ideally fluent in Cantonese as well as English

Contact

If you would like to know more and want to submit your details, we would love to hear from you. Contact Rachael at Room TA07, 6/F, Woon Lee Commercial Building, 7-9 Austin Avenue, Tsim Sha Tsui
Telephone: +852 3919 5867 Email r.ma@viva.org Website: www.viva.org