

Internship offer

Charity Shop and office Project Manager

COVID-19 NOTE:

Following the latest guidance from the UK Government, our charity shop and office has re-opened on the 2nd of December. All safety and social distancing measures are in place to ensure the safety of our team and our customers.

This internship offers a wide variety of projects, perfect for business school or University students keen to gain experience in the professional world.

Children of the Mekong is a London based charity, which aims to improve the standards and accessibility of education in Southeast Asia. We are the UK branch of Enfants du Mekong, a French charity founded in 1958. We run a charity shop in South West London, and our office is located in the basement of the shop.

This internship matters: your **creative, organisational and sales skills** could help shape the future of children in Southeast Asia.

Your responsibilities would be two-fold; managing the charity shop and taking part in the development of the organisation through various projects.

Your role in the charity shop:

- Running the till (including sales, opening and closing)
- Advising customers
- Sorting and displaying donations
- Creating the shop window display
- Cleaning and tidying

You will also have the opportunity to be shop leader. This role includes responsibilities such as:

- Managing the team of volunteers and interns,
- Overseeing the interns' planning,
- Ensuring that your team is satisfied and motivated with their tasks and that they are working efficiently,
- Preparing and leading the weekly team meetings.

The second part of the internship involves projects in the office. According to your skills and previous experience, you will be assigned projects related to communication, fundraising and administration, such as:

- Fundraising (writing and reviewing proposals and reports, sending grant applications, taking part in event organisation, street fundraising, digital fundraising and research on potential corporate partnerships)
- Recruitment (publishing ads and conducting interviews for the recruitment of the new team of interns and volunteers)
- Administrative tasks (updating the database, accounting for the charity shop)
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- Communication (social media, emailing sponsors and donors, newsletters and updating the website)
- Proposing new projects. We love new ideas!

With many responsibilities and a lot of independence, the interns will learn to identify the needs of the business and take initiative giving them great experience for the future.

Required profile:

Candidates are students in business school or university.

The suitable candidates will have strong organisation skills, a good work ethic and be able to take initiative.

We recruit young motivated people with or without experience in order to train them in the various trades present in a charity shop, all our poles are accessible, accounting or marketing, we try to show the essence of the work within our shop, your talents are welcome. We value the team work that is necessary for the good work in our charity and for a good atmosphere as well, thus as a charity shop the team work is in line with our social purpose.

We surely are expecting you to have some knowledge but as an employer we are improving your social skills, technical skills and your learning skills with versatile tasks presented throughout the internship according to the capacities you will implement.

Length: 3 to 6 months

Location: 22 Lavender Hill, London SW11 5RN, UK

Allowance: £100/ monthly transport allowance for every full month completed

"I have worked at Children of the Mekong for five months, and I can confirm that it has been the best professional experience of my life. I had the chance to work every day with a wonderful team, with who it was very easy to work and who always put you in a good mood. Thanks to them, it was a real pleasure to go to work every morning. During my internship at Children of the Mekong, I also had the opportunity to learn a lot and grow all my skills. I know I will always remember this five months in London, as magical as I could ever imagine."

Ines, Student of a Business School in Bordeaux

More testimonies of previous interns here: <https://www.childrenofthemekong.org/get-involved/volunteer-or-work-with-us/>

If you want to apply, please send your CV and cover letter to recruitment@childrenofthemekong.org

More information about Children of the Mekong:

Children of the Mekong ("COTM") is a UK registered charity (Number 1116375) based in South West London. COTM works with disadvantaged communities to improve the standards and accessibility of



education in Myanmar, Cambodia, Laos, the Philippines, Thailand and Vietnam. It is the UK branch of "Enfants du Mekong", a

French NGO funded in 1958.

Since we started our operations in 2011 in the UK, we have been able to fund 26 projects in 7 countries, with an impact on more than 5,000 children.

At present, COTM in the UK is comprised of one permanent staff, a team of 3 interns and regular volunteers. The activities of the charity are mostly related to fundraising through events, grant applications and partnerships with companies. The charity has operated a charity shop in South West London since June 2014.

<https://www.childrenofthemekong.org/>