



## ABOUT CUTS (Consumer Unity and Trust Society) International

CUTS International is an advocacy and research civil society organisation working towards social and economic equity and justice internationally, with a number of offices in India, including the head office, two offices in Africa, as well as the London office.

### Candidate Profile

CUTS International is seeking to recruit a part time Outreach / Fundraising Intern for 3-6 months for our London Resource Centre. The position is unpaid although travel expenses within London will be covered. The candidate must have permission to work in the UK.

### Job Description

The main responsibility will be the building up a 'Friends of CUTS' scheme. The candidate will also assist in fundraising research and further development of CUTS publications such as our quarterly newsletter, 'Bridging The Gap'. This will involve among other activities:

- identifying and implementing key strategies for expanding Friends of CUTS
- Updating and expanding contacts database
- Undertaking outreach work to identify partners/members of Friends Of CUTS
- Assisting in fundraising research
- Providing editorial/administrative assistance for Bridging The Gap
- Updating/maintaining website
- Providing general administrative office support

The candidate should have a relevant educational background with a keen interest in communications/outreach work on trade and development issues. Experience with planning outreach activities and providing administrative and web support including database work, is an advantage. S/he should be a self starter with strong communication skills including the ability to work self guided and independently and to prioritise time efficiently.

### HOW TO APPLY

By covering letter and a detailed CV with 2 reference

(PLEASE NOTE THIS VACANCY IS ONLY AN EXAMPLE AND NO LONGER AVAILABLE)