

# Interns for Programme Department

Internship in PlanBørnefondens's Programme Department

*In PlanBørnefondens, we believe that children and young people can lead the way and contribute to creating a more equal and sustainable world that celebrates diversity and respects everyone, regardless of gender. Our Programme Department works with a wide range of development and humanitarian projects to achieve these goals, covering themes such as water, sanitation and hygiene, youth economic empowerment, education, early childhood development, sexual and reproductive health and rights, climate resilience, gender transformative interventions, emergency response, and more. We are now looking for five (5) interns to join the Programme Department during the spring semester 2025.*

## About the internship

You will support programme managers, technical advisors, and impact measurement specialists across projects in development, humanitarian, and nexus contexts.

As part of a department working across thematic sectors, you will support programmes and projects that are implemented in collaboration with colleagues and partners in countries in the Global South.

As an intern, you will get the opportunity to work across the entire project cycle, from project development and proposal writing, through programmatic workshops and ongoing monitoring and evaluation, to sustainable exiting of projects, reporting to donors, and sharing of knowledge and learnings.

Within the Programme Department, you will be part of either the Youth Economic Empowerment Team; the Team for Early Childhood Development, Water, Sanitation and Hygiene, and Humanitarian; or the Impact Evidence Team.

Specific deliverables and tasks will be agreed upon with the selected candidates and depend on their competencies, interests, and desired learning outcomes, as well as the team's evolving needs, but may include:

- Contributing to programme/project development processes, including desk research and writing.
- Assisting with organising and facilitating meetings and workshops with internal and external stakeholders.
- Supporting programme teams on reporting to donors, including compiling, writing, quality checking, and proof-reading reports.
- Conducting data analysis on programme data, designing dashboards in Microsoft Power BI, and supporting database setup for monitoring, evaluation, research and learning purposes.
- Providing ad hoc support to programme teams and carrying out administrative tasks.

The duration of the internship is approximately 4-6 months, starting around February 2025. The location is in Copenhagen, Denmark.

## Who are you?

We expect you to be enrolled in the final year of a Bachelor's programme or be a Master's student in a relevant field such as Development Economics, Emergency and Risk Management, Global Development, International Relations, Migration Studies, Global Health, Political Science, Intercultural Studies, Social Data Science, or International Business and Politics. You should share PlanBørnefondens's values and have a keen interest in making the world a better place for children and youth.

As a person:

- You are proactive, detailed-oriented, independent, flexible, and ambitious.
- You are well-structured and understand the importance of respecting deadlines.
- You are good at relationship building and possess strong collaborative skills.
- You master written and oral English at a high level.
- You are an experienced user of Microsoft Word, PowerPoint and Excel, and you are familiar with digital tools like ChatGPT.
- For some roles, French language skills are an advantage.
- For some roles, knowledge in quantitative data collection, analysis, methods, and tools such as Microsoft Power BI and R is an advantage.

## Who are we?

PlanBørnefonden is one of Denmark's largest privately funded child's rights organisations. We are part of Plan International, which operates in more than 80 countries. Our aim is to ensure the rights of children and young people in the most vulnerable and fragile areas of the world, with a special focus on girls and young women. Our work is centered around the following priority areas: "Healthy, Safe and Playful Early Childhoods", "Young People Driving Change", and "Building Resilience and Responding to Emergencies".

#### **What do we offer?**

You will be part of our office in Mimersgade 47, Copenhagen N, where we collaborate across departments and draw energy from being an organisation that embraces diversity – both professionally and socially. You will experience an informal atmosphere and a social workplace where it is easy to strike up a conversation with your colleagues at the coffee machine, in the Friday bar, or at other social events. In addition, as an Intern you will become part of our internal network of Student Assistant and Interns.

We offer a flexible internship with 30-37 hours per week, depending on your university's requirements for internships. The internship is not paid, but you will benefit from our lunch service for free.

#### **Application process**

Please state in your application which team(s), thematic sectors, and types of work you find most interesting and relevant for your profile. As applications will be reviewed on an ongoing basis, we encourage you to apply as soon as possible and at the latest by 17 November 2024. If you have questions about the role, please send an email to the relevant contact person, which you will find below.

At PlanBørnefonden, we work for children's rights and gender equality. We encourage all qualified candidates, regardless of ethnic background, gender, sexual orientation, disability, religion, and age, to apply for the role. As an Intern at PlanBørnefonden, you will commit yourself to our child protection policy, and in connection with the internship offer, we will obtain documentation for a clean child certificate.

**We look forward to receiving your application!**

#### **Contact person:**

Youth Economic Empowerment Team:

Marie Højgaard Berg, Programme Manager, Private Sector Partnerships and Innovation

[marie.berg@planbornefonden.dk](mailto:marie.berg@planbornefonden.dk)

Impact Evidence Team:

Andrew Christensen, Senior MERL Specialist

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Early Childhood Development, Water, Sanitation and Hygiene, and Humanitarian

Anna Fallgren, Programme Manager, WASH

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