

## Terms of Reference (TOR)

<b>Position Title:</b>	Digital Media Intern
<b>Duty Station:</b>	Lalitpur, Nepal
<b>Duration:</b>	Three Months (with possibility of extension)
<b>Working Hours:</b>	Full Time (Monday to Friday)
<b>Closing Date:</b>	29 February 2024

### Background

We are a non-profit organisation, dedicated to enhancing online safety for children and young people in Nepal. We collaborate with the government, schools, colleges, caregivers, the media, the private sector, and other national/international stakeholders to raise awareness on the safer use of the internet and digital devices. Our work includes advocacy, capacity building, awareness raising and conducting research studies.

### Purpose

An internship at ChildSafeNet is a crucial opportunity for an intern as to be involved in communication. The intern will assist in managing digital media channels and materials for different projects of the organisation. They will also assist in the planning and implementation of online safety programmes.

### Tasks and Responsibilities

- Assist in generating, editing, publishing and sharing engaging content for websites and social media pages (e.g. original text, photos, videos and news)
- Assist in the production of videos on online safety awareness
- Be creative with new ideas, resources and activities so that they are fun/interesting/ engaging to the appropriate audiences
- Provide feedback from social media trends and research; relay it to the programme teams
- Stay up to date with current technologies and trends in social media, design tools and applications
- Create, maintain, and grow new and existing social networks, including Facebook, Twitter, LinkedIn, YouTube and Instagram
- Assist in managing and updating the ChildSafeNet website
- Ensure active online community engagement (social media page followers/viewers, YouTube subscribers/viewers and website visitors) – page and post likes, page follows, sharing of posts, video views, web page visits, comments, messages, etc.

## **Qualifications and Experience**

- Bachelor's degree, or ongoing master's degree, preferably in media studies, IT, communication, journalism, design, or social science, including, social work, sociology, development studies or related fields
- Knowledge of children and young people's online behaviour and risks is desirable
- Familiarity with generating text and graphic content for social media
- Good knowledge of digital technology and use of office computer applications, including working with databases
- Excellent knowledge of Facebook, Twitter, LinkedIn, Pinterest, Instagram, YouTube and other social media handles
- Knowledge of graphic designing and video editing
- Strong IT skills in using key applications, including MS Word, Excel, Outlook and PowerPoint

## **Personal Attributes**

- Commitment and interest in safeguarding children and young people online
- Willingness to learn and stay updated on cyber safety developments
- Ability to think strategically, critically, and outside the box
- Creative, flexible, multi-tasking abilities, with the attention to detail
- Strong organisational and time-management skills
- Excellent interpersonal and team-working skills
- Proficient in digital technology and office applications
- Ability to maintain confidentiality of work-related information
- Sensitivity to gender, ethnicity as well as children and young people's needs

## **Benefits**

- At ChildSafeNet, interns develop a diverse skill set, encompassing project management, communication, and problem-solving. They are provided with ample opportunities to engage in various in-house and external workshops to foster their skill development
- Interns are provided with valuable networking opportunities within the social sector, government bodies, and among relevant stakeholders
- Monthly stipend NRs 10,000

## **Equal Opportunity**

ChildSafeNet is an equal opportunity organisation, and the vacancy is open for all, regardless of their gender, ethnicity and socio-economic backgrounds.

## **Child Safeguarding**

The post-holder's work may include direct contact with children and young people, face-to-face or online. ChildSafeNet is committed to the protection of children and young people from abuse and exploitation. To ensure children and young people are safe, our selection process includes rigorous background checks of the interns.

## **Application Process**

Interested applicants are requested to apply with a statement on how they can contribute to this role and a curriculum vitae to [comm@childsafenet.org](mailto:comm@childsafenet.org) by 29 February 2024, with "Digital Media Intern" as the subject.