Background

The mission of the Better Care Network (BCN) is to facilitate active information exchange and collaboration on the issue of children without adequate family care and advocate for technically sound policy and programmatic action on global, regional, and national levels. BCN's scope is global. Details are available at www.bettercarenetwork.org. BCN is housed within UNICEF’s Child Protection Section in New York, New York.

BCN is an interagency initiative that operates under the direction of a Steering Committee that includes CARE USA, the Displaced Children and Orphans Fund and the Office of HIV and AIDS of USAID, the Firelight Foundation, and UNICEF’s Child Protection Section. In partnership with key stakeholders, BCN facilitates active information exchange, collaboration, research and advocacy for children without parental care. Housed within UNICEF headquarters, the Secretariat of the Better Care Network is comprised of two staff members: a Senior Coordinator and an Assistant Coordinator.

This summer, the Secretariat will undergo a transition period as the current Senior Coordinator will be departing and a recruitment process will begin. During the interim period while BCN’s leadership carries out this process, BCN is seeking to select an intern to support the Assistant Coordinator in the day-to-day operations of the Secretariat. Specifically the individual selected will be responsible for supporting the development and management of BCN’s knowledge management portfolio and its information sharing activities related to care and protection of children without adequate family care.

Overall Objective

The overall objective of the assignment is to support the knowledge management platforms of BCN, including the expansion and maintenance of BCN’s online resource library and portals, preparation of its newsletter, and development of a new discussion forum. Principal users of these services include policymakers, practitioners and academicians, many of whom are in the global south. Recognizing the importance of shared learning across country contexts, BCN provides information on successes, challenges, emerging best practices and gaps related to care and protection issues at country and regional levels. This information is used to help shape policies and programs at country and regional levels. In addition to proactively making information available through its website and newsletter, the BCN Secretariat responds to requests for technical assistance, support for partnership building, and assistance with research inquiries. To support these functions, BCN is also active in gathering, reviewing, and assessing relevant information.

Main Tasks of the Assignment

The main tasks of the assignment will include the following, as needed:

1. Collect, vet and summarize resources for inclusion in BCN website, newsletters and advocacy materials.
2. Support drafting, editing and updating of resource materials and content for the BCN resource library, website, and online social work toolkit.
3. Support research and information collection to facilitate responses to BCN member requests for assistance concerning the care and protection of children.
4. Support expansion of the BCN website by contributing to web management tasks, including posting new material through the content management system.
5. Assist in tracking use of BCN resources, materials and support and analyzing web traffic and use to better understand the information needs of users.
6. Participate in the Working Group on Children without Parental Care and provide logistical support for an upcoming high-level side event at the UN General Assembly.
7. Assist in translating selected documents, where possible.
8. Contribute to the effective implementation of other BCN activities.

### Expected Outputs

The expected outputs of the assignment are:
- Development of additional pages summarizing BCN website resources
- Review and addition of new materials to the BCN website
- Translation of selected documents into additional languages, where possible
- Successful execution of logistics for a UN side event to be held in October 2011
- Research and information collection to facilitate responses to information and guidance requests from the BCN membership.

### Timeframe

The internship will be for the period from July 2011 – October 2011 for approximately 15 - 20 hours per week.

### Required Profile

- Recent graduate or current student in a graduate or undergraduate program in social work, international development, or another related discipline
- Understanding of key issues regarding child protection and social welfare.
- Solid research, analytical and writing skills
- Fluency in English; French and Spanish would be an asset.
- Familiarity and experience with web-based content and management systems is preferred.

### Supervision & Location

- Supervisor of the activities will be Kate Riordan, Assistant Coordinator, Better Care Network.
- The intern should be based in New York in UNICEF Child Protection Section in order to allow for direct contact with the supervisor. The intern will however be informed beforehand that space in the section is limited and that s/he will have to work from home or another location, as necessary.

### Compensation

- This is an unpaid internship.

### Application Instructions

- Interested candidates should send a cover letter and resume to Kathleen Riordan at BCN.Submit@gmail.com. Applications are due by Monday, July 25, 2011.