

Internship Opportunity: Programme and Policy Team

Deadline:
06-06-2025

Contact person:
Brona Higgins

Place of Work:
Copenhagen

Are you interested in global development and humanitarian policy, and in translating DCA's programmatic experiences and learning into strategic advocacy? Here is an opportunity to further develop your knowledge and skills in analysis, practice and documentation with one of Denmark's leading non-governmental organisations (NGO). DanChurchAid (DCA) seeks an intern for the Programme, Advocacy and Learning (PAL) Unit to assist us in trends analysis, research, data management and other tasks for programme, advocacy, and policy work, covering a wide range of development, peacebuilding and humanitarian issues.

Programme and Policy Intern

You will be working with the Programme and Policy team, working with a strong team of committed colleagues in our Copenhagen office with links to our 19 country offices in Africa, Asia, the Middle East and Ukraine. The team is comprised of advisors on resilience, humanitarian policy and practice, peacebuilding, human rights and gender equality, and plays a key role in linking DCA's programmatic work with strategic advocacy towards Danish stakeholders, EU institutions and UN agencies in addition to strategic country-focused stakeholder engagement. You will support with programme planning, research and policy briefs, participate in relevant working groups and will have the opportunity to shape your tasks based on your interests and experiences.

As an intern your key responsibilities can include:

- Participate in, contribute to, and support programmatic, advocacy and research work via our work on DCA's strategic thematic efforts and the broader Policy and Programme team
- Support on country-specific messaging, policy development and advocacy support
- Support on DCA's UN engagement, including with respect to the UN Security Council, and other engagement with Danish and EU decisionmakers
- Assist with and conduct research for internal studies or toolboxes
- Support day-to-day programme and project management tasks and help with preparation and planning of meetings, workshops, events etc.
- Ad-hoc assignments and administrative support.
- Support communication, press and SoMe activities
- Proofreading and translation of advocacy reports, including DCA annual report

For further information, contact Brona Higgins - brhi@dca.dk - or Kira Ugaz-Simonsen (kusi@dca.dk)

Your profile:

- Interest in/knowledge of working with humanitarian interventions and/or development work and/or peacebuilding efforts.
- Enrolled in a relevant university programme (e.g., political science, development studies, geography, climate change, social science, human rights, etc.).
- Fluent in English, both orally and written.
- Ability to undertake research, and analysis and compile information into easy to-understand briefing material.
- Proactive and with strong interpersonal skills.
- Ability to work in Excel, Word, PPT and other applications at intermediate level.
- Can work primarily in the office in the Autumn Semester 2025.

What we offer:

- A 5-month internship with one of Denmark's largest NGOs, based centrally in Copenhagen and with offices in 20 countries worldwide.
- The opportunity to work on a wide range of development and humanitarian issues with committed and professional DCA experts and get at the front of new trends and developments in our fields of work.
- The opportunity to help define your tasks according to interests and competencies.
- The opportunity to establish networks within and outside DCA.
- The internship is unpaid, but DCA will provide a laptop for the duration of the internship period as well as free lunch.

Practical information:

- Please apply through DCA's online recruitment system by **June 6th 2025**

- Expected starting date is beginning of September 2025

You should be able to come to the office in Copenhagen at least 3 days a week (without financial or visa support from DCA) with the possibility of working from home. The application must consist of a motivational letter and a CV. Only shortlisted candidates will be contacted, and interviews are expected to take place between 16 and 20 of June 2024.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.