

Play Action International Summer Internship 2025



Role description Summer Projects Intern

Summary

The Summer Projects Intern's (SPI) main responsibility in East Africa will be to support Play Action International's (PAI) project coordinators with logistics and international development project management, as well as to support with volunteer welfare and day-to-day tasks.

Internship Duration - UK – 3 Training Days in April 2025 (TBC)
Uganda or Kenya – 1st June – 1st September 2025

Location - Jinja, Uganda. Or Kisumu Kenya.

Report to - International Event Coordinators

About Us

Play Action International are an international charity and NGO, who work in disadvantaged communities, focusing on enhancing children's learning, development and access to education through play. We take an innovative child-centred approach to education and use the power of play to transform the lives of children through our play programmes. Working in partnership with local people, we are able to provide a community with a programme that provides a long-lasting and deep-rooted impact. In every community we work in, we ensure to include the needs of marginalised groups such as girls and, more broadly, children with disabilities.

Play Action International is a registered charity in England and Wales (1172875) and operates as East African Playgrounds in Uganda (NGO registration number 9716).



Role Description

In the summer, Play Action International take 400+ UK volunteers out to assist with building playgrounds. Volunteers will be in either Uganda or Kenya for 2 – 4 weeks. As a SPI you will manage 20 - 30 volunteers per project, along side a National (Kenyan or Ugandan) intern. You two will collaborate to create a successful volunteer experience, sharing responsibilities and work together to ensure workload is balanced and appropriate to your strengths.

Play Action International is looking for proactive, energetic and playful Summer Project Interns. You will support the International Events Coordinators in the project logistics and management of our summer volunteering projects, co-ordinating the smooth day-to-day running of projects and supporting the welfare of volunteers in Uganda or Kenya.

You will need to be self-motivated and able to work at times on your own initiative to actively support volunteers and PAI staff in Uganda or Kenya. There may be times where you will be required to fill in and conduct the International Event Coordinator's main responsibilities if/when required.

As Summer Projects Intern, you will regularly communicate with the International Events Coordinators and volunteers, ensuring that our organisation's values as well as safety and welfare is prioritised – so that all volunteers have an incredible experience and feel supported throughout their time in Uganda or Kenya.

As a small charity, the successful candidate will be a vital part of our team driving the charity forward to uphold our reputation and deliver an ethical, sustainable and impactful volunteering programme.

Responsibilities include

- Attending pre-project visits, in Uganda or Kenya, to ensure project sites are suitable and adequately prepared for volunteer arrivals. Liaising with the school to prepare for play sessions, and the Open Day schedule.
- Facilitating the airport pick-ups and drop offs – supporting volunteer arrivals and departures, assisting with lost baggage issues and transfer logistics.
- Assisting the International Events Coordinators with induction of volunteers upon their arrival in East Africa and ensuring volunteering code of conducts are adhered to.
- Looking after volunteer welfare - the International Events Coordinators and Summer Project Interns have overall responsibility for ensuring the volunteers are safe, happy and having a great time. This may include but not be limited to; dealing with disputes, illness, first aid and homesickness.

- Co-ordinating weekends and preparing your volunteers for activities - this will include working with the International Events Coordinators to book in the weekend activities, transport and accommodation for the volunteers.
- Liaising between PAI staff, volunteers, community members and build team. In order to run a smooth project, there must be high levels of communication between volunteers, community and the charity. You will also work alongside the build team and after school projects to ensure a correct workload is undertaken and motivation and morale of the team is high.

Benefits

- Free accommodation when working, all bills included.
- Free food when working, when living on project all meals are provided.
- Free uniform
- Reimbursements for your visa, vaccinations needed and insurance.
- Safeguarding Training.
- First Aid Qualification.
- Free airport pick-up and drop off in East Africa.
- Days off to do your own independent travel and exploring.
- 10% off selected activities in Uganda and Kenya.
- References and certificates of achievement.
- Invaluable experience working in the international development sector.

About you

Required Skills

- Familiar with western culture and UK norms.
- To work particularly well in a pair.
- A love for travel and new culture.
- Experience in managing and leading groups.
- Excellent written, phone and face to face communication skills.
- Personable, sociable, and outgoing.
- Maintain calm when working under pressure.
- Flexible and adaptable in new situations.
- Highly organised and proactive.
- Enthusiastic about the charity's work and future aims.

Desirable Skills

- Experience on one of Play Action International's volunteer projects.
- Time spent in East Africa.
- International Volunteering Experience
- Experience in a welfare management role.
- Experience with University students.
- Customer service experience.

Costs

Due to the hard work and dedication that our interns put into supporting their team, we can refund the full cost of your visa, vaccinations and insurance when you arrive in East Africa. Beyond this, you can expect to spend the following:

Flights: £700-£1,000
Spending money: Completely depends on you. Previously, SPIs have spent anywhere between £200-£2,000 in the past, depending on how many activities they wanted to do, etc! PAI will provide 10% off most activities.

Applications and Closing Date

To apply, please fill out the application form, attach your CV and send both to volunteering@playactioninternational.org Please subject the email 'Summer Project Intern Application 2025'. The closing date for applications is **Sunday 19th January 2025, 23:59**. If you have any further questions, please do not hesitate to contact Jess on the above contact details.

There will be a two-stage interview process.

1. Individual interviews will be held online, on **W/C 27th January 2025**.
2. Progressing candidates **may** be invited to an Assessment Day Group Day on **30th January 2025** in Milton Keynes. A contribution will be made to you for your travel.

Once successful, the Summer Projects Interns will be required to attend three day training at our UK Head Office in Milton Keynes prior to commencing their internship, accommodation and travel will be covered by Play Action. Date TBC in April 2025.