
FTF Ghana

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FTF Internship/Fellowship

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PROGRAMME OVERVIEW

The FTF Fellowship Programme is a volunteer-based initiative targeting motivated university students eager to contribute to social impact projects. The curriculum combines training, hands-on fieldwork, and mentorship to build leadership, communication, and project management skills. The experience will also foster civic responsibility and a spirit of volunteerism among participants. This initiative is designed to provide practical experience and personal development opportunities for university students in Ghana, particularly during their semester vacations. Over a bi-annual period of 6–8 weeks, participants will engage in hands-on service, capacity-building workshops, and community outreach, guided by experienced mentors and local partners. The programme aligns with FTF's broader mission of empowering youth and fostering sustainable community development.

Programme Structure

Programme Duration and Timelines:

- **Cohort 1** - 6 Weeks (April - May)
- **Cohort 2** - 8-10 Weeks (Sept - Nov)

Number of Interns

Proposed number: 8

Admin support - 2

Finance - 1

Welfare - 1

Monitoring & evaluation - 2

Procurement - 1

Research & grant writing - 1

GOALS & EXPECTED OUTCOMES

Programme Goals

1. To equip fellows with practical skills in community development, teamwork, and project management.
2. To foster a spirit of volunteerism, leadership and social responsibility in the next generation of Ghanaian youth.
3. To build a network of youth ambassadors committed to positive change.

Expected Outcome

Benefits to FTF

1. Increased productivity as interns will assist with FTF projects they are assigned to, freeing up committee heads to focus on other high priority tasks in FTF.
2. New ideas and perspectives : interns may bring on board skills, knowledge and fresh perspectives from their academic or professional background if present.

Benefits to Selected Interns

1. Interns gain hands-on experience on work in the non-profit sector.
2. Networking opportunities. By working with committee heads and attending FTF programmes, they have the opportunity to work with and meet high ranking people.
3. Skill development. Eg : teamwork, project management, community engagement etc.
4. Interns can include their experience with FTF in their resumes.
5. Career clarity.
6. Mentorship

SCOPE OF WORK

Orientation and Training

- Introduction to FTF's mission, vision, and key programmes.
- Workshops on effective volunteering, community engagement, and basic project management.
- Health, safety, and fieldwork guidelines.

Project Support & Intern Roles

1. Welfare Committee

- *Assist committee members to follow up on beneficiaries during school and vacation:* Ensure their well-being, funds are sent on time, and parents are updated.
- *Follow-up on their needs for school:* Liaise with the administrative assistants and procurement team to provide provisions and funds before resumption and during school days.
- *Communicate with school authorities:* Stay informed about important dates (vacation, mid-terms, holidays) and activities (excursions, etc.) to ensure beneficiary support.
- *Maintain the database of beneficiaries:* Keep accurate and up-to-date records of beneficiaries' information.
- *Assist in organizing visits to schools:* Support committee members in planning and executing school visits.
- *Assist in planning outreach programs and events:* Help plan and coordinate events, such as Click for Change and Future Ready Project.
- *Attend events:* Participate in assigned events, ensuring representation and support.

2. Procurement Committee

- *Distribution planning:* Planning and executing the delivery of goods and services to beneficiaries.
- *Data entry and record-keeping:* Maintaining accurate records of procurement and logistics activities.

3. Monitoring and Evaluation Committee

a. Intern 1 (Personal and Administrative Assistant)

- *Take meeting notes and prepare summaries*
- *Help organize schedule and send reminders*
- *Draft basic letters, emails, or reports*
- *Organize files (digital and physical)*
- *Follow up on assigned tasks or communications*
- *Assist with planning and coordinating events or meetings*
- *Support monitoring and evaluation activities (e.g. data entry, checklist prep)*

b. Intern 2 (Program Support Intern)

- *Assist with community outreach and project activities*
- *Collect data during field visits (surveys, attendance, feedback)*
- *Support in preparing program materials (e.g. flyers, handouts)*

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- *Help document events (photos, short write-ups)*
 - *Assist in organizing training/workshops*
 - *Run errands related to programs monitoring*
 - *File and manage documents from the field (receipts, reports, etc.)*

4. Administrative duties

- *Writing and Documentation: Drafting official letters, proposals, and grant applications under supervision, assisting with editing and formatting reports and documents, preparing meeting agendas and taking minutes during internal and external meetings.*
- *Office and Errand Support : Running errands such as submitting letters to partner organizations, government offices, or donors, picking up documents, attending meetings or workshops on behalf of the NGO when required.*
- *Administrative and Filing Duties: Helping with organizing digital and physical files, updating contact databases, calendars, and schedules, assisting with inventory of office supplies and project materials.*
- *Communication and Follow-Up : Making follow-up phone calls or sending emails to stakeholders, partners, and beneficiaries, supporting in the coordination of events, meetings, and outreach activities, representing the NGO professionally in all communication and visits.*
- *Research and Proposal Support: Supporting with data entry and report preparation*
- *Assisting in preparing content for newsletters or social media (if applicable).*

5. Research and Grants Committee

- *Writing and applying for grants.*

Reporting and Certification

- Final group or individual presentations highlighting internship experiences.
- Evaluation of performance and impact.
- Issuance of certificates of completion and recommendation letters (where applicable).

KPI's

Committee heads will create a list of KPIs and assess the performance of the interns based on it.

SELECTION CRITERIA

Key Knowledge & Skills

1. Clearly articulated motivation for contributing to social impact through NGO work.
2. Strong attention to detail.
3. Good organizational and time management skills.
4. Proactive mindset and willingness to learn.
5. Experience or interest in supporting event planning and coordination.
6. Strong teamwork and collaboration skills.
7. Clear written and verbal communication.

Other Eligibility Requirements

1. Must be a current university student enrolled in a recognized tertiary institution in Ghana.
2. Open to students from all academic backgrounds, provided they demonstrate relevant skills and a strong interest in the role.
3. Familiarity with basic digital tools (Google/Microsoft workspace, emails, Zoom, etc)
4. Must be able to navigate hybrid working environments and adjust to changing tasks and priorities as needed.
5. Must be able to commit to the 6-8 week internship period and attend required virtual check-ins or sessions.

Selection Process

1. Call for Applications:

A social media campaign will be launched to invite interested candidates to apply. The campaign will clearly outline: Available roles (eg, procurement & logistics intern, grant application intern, etc), eligibility criteria, application package requirements (e.g., CV, statement of interest, etc.), application deadline, other relevant information.

2. Shortlist:

Applications will be reviewed, and a number of candidates up to twice the number of interns needed will be shortlisted.

Example: If 10 interns are to be selected, a maximum of 20 candidates will be shortlisted.

3. Interviews:

Shortlisted candidates will be invited for a virtual interview.

Each committee will submit suggested interview questions relevant to their roles. The

Intern Committee will compile the questions, coordinate the interview logistics, and ensure consistency in evaluation.

4. Final selections:

The top candidates will be selected based on interview performance, application materials, and alignment with FTF's values and needs. Selected interns will be matched to committees based on their interests and strengths.

5. Onboarding:

Selected interns will undergo a structured onboarding process, as detailed under the intern support system.

OVERSIGHT AND SUPPORT STRUCTURE

Intern Management Structure

Supervision

- Interns will be directly supervised by the heads of the committees to which they are assigned.
- Committee heads will assign tasks, projects and responsibilities and evaluate the performance of the interns.
- All concerns/challenges encountered with interns may be escalated to the Internship Team for further support and resolution.

Intern Support System

The internship program will include multiple support structures to ensure interns are well-integrated, guided, and given opportunities for growth throughout their term.

1. Onboarding & Orientation

At the start of the internship term, selected interns will undergo a structured onboarding process to:

- Introduce them to the organization's mission and structure
- Outline their role and responsibilities within their assigned committee
- Familiarize them with the expectations and available support systems

2. Job Assignment & Biweekly Check-ins

- Interns will typically be assigned to existing tasks and projects within their committee.
- Where necessary, new roles may be defined at the discretion of the committee head or intern manager.

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- Biweekly check-ins are encouraged and will be coordinated by committee heads. The style (written or verbal) and frequency of these check-ins will be determined by each committee based on need and capacity.

3. Mini Project (Long-Term Interns Only)

- For interns serving longer terms (8 - 10 weeks), a **mini project** may be assigned in addition to their regular tasks.
- Prior to the internship, committee heads will identify improvements or solutions they would like to implement. These will be developed into achievable intern projects.
Example: If the finance team wants to introduce a new dues tracking system, this can be assigned as a mini project.
- Interns will continue with regular responsibilities alongside the mini project, ensuring a balance between core duties and personal development.

4. Mid-Internship Check-In (Mandatory)

All committees will be required to participate in a mid-term check-in to:

- Track intern progress
- Address challenges and successes
- Collect structured feedback **from interns** and provide feedback **to interns**
- This may be facilitated through a digital form (Google or Microsoft Forms), created by the Internship/Fellows Committee.
- Feedback and any resulting discussions will be managed by the relevant committee heads.

5. End of Internship Evaluation

At the end of the internship term, interns will participate in a final reflection and knowledge-sharing session, which may include one or more of the following:

- A short presentation on what they've learned
- A showcase or report of their mini project (if applicable)
- A **"Teach-Back" session**, where interns share a skill, idea, or insight that could help improve the organization's work. This could be:
 - A gap or challenge they identified and how it could be addressed,
 - A new method, tool, or system they believe could enhance team efficiency,
 - A personal learning experience they think others could benefit from.

Additional Intern Professional Development Options

To complement their hands-on experience, interns will have access to several professional development opportunities designed to enhance their skills, broaden their perspectives, and support their future career paths.

1. Skill-Building Webinars

- Each committee will organize at least one **training workshop or webinar** focused on a topic relevant to their work.
- These sessions will emphasize **technical skills, NGO best practices, or leadership development** aligned with the committee's focus.
- Webinars may be open to all interns or committee-specific, depending on the content.

Example:

- The M&E Committee may host a session on basic data collection or reporting tools.

2. Mentorship Program (Planned for Future Cohorts)

- A structured mentorship program is being considered for rollout after the first cohort.
- Interns will be paired with experienced team members who can provide **guidance, career advice, and personal development support**.
- More details will be developed as insights are gathered from the first cohort's experience.

3. Networking Opportunities

Interns will have access to FTF's broad network of professionals, with opportunities to build meaningful connections through in-person events, committee meetings, and collaborative projects.

Where appropriate, intentional networking opportunities may be created by facilitating introductions between interns and relevant professionals upon request.