

## TERMS OF REFERENCE (TOR)

05 June 2026

### CSA SECRETARIAT INTERNSHIP - DIGITAL CONTENT CREATORS AND VIDEO EDITORS

*(A Voluntary and Non-Remunerated Role)*

#### 1. Introduction

The Commonwealth Students' Association is inviting applications from creatives who are passionate about storytelling and high-quality digital content production, and who are interested in advancing educational advocacy and shaping narratives through digital storytelling. Through innovative digital engagement and compelling visual storytelling, the CSA seeks to amplify student voices, advance educational advocacy, and strengthen connections across the Commonwealth. To support these efforts, the CSA is opening applications for a one-year internship programme for the positions of Digital Content Creators and Video Editors.

#### 2. About the Commonwealth Students' Association

The Commonwealth Students' Association (CSA) is the single, official representative body for all student organisations across the Commonwealth's 56 nations. Established in 2012 at the 18th Conference of Commonwealth Education Ministers (CCEM) in Mauritius, it unifies and represents the needs and aspirations of national student councils and other student organisations, bringing their concerns to the forefront of educational and global development. It is supported by the Commonwealth Youth Programme and headquartered at the Commonwealth Secretariat at Marlborough House, Pall Mall, London. The Commonwealth Students' Association represents students from across Commonwealth member countries and works to advance student interests through advocacy, partnerships, and programmes.

#### 3. Positions Available

- Digital Content Creators
- Video Editors

## 4. Eligibility Criteria

Applicants should:

- Demonstrate a passion for storytelling, digital media, and educational advocacy.
- Possess strong creativity and communication skills.
- Be able to work effectively in a multicultural and virtual environment.
- Demonstrate initiative, professionalism, and commitment to assigned responsibilities.
- Have an interest in student engagement, advocacy, and communications.
- Have the ability to work across multiple time zones

## 5. Position Responsibilities

### a. Digital Content Creator

The Digital Content Creator will be responsible for shaping the strategic direction of CSA's digital storytelling and content initiatives.

**Key responsibilities include:**

- Developing creative content concepts and storytelling approaches for CSA campaigns and activities.
- Designing strategies and creating video contents that align with CSA's advocacy priorities and communication objectives.
- Identifying emerging trends, opportunities, and audience interests to inform content planning.
- Proposing innovative ideas that amplify student voices and educational advocacy efforts.
- Collaborating with the communications and media teams to ensure coherent and impactful messaging.
- Supporting the planning and execution of digital campaigns and engagement initiatives.

## **b. Video Editor**

The Video Editor will be responsible for producing high-quality visual content that effectively communicates CSA's work and impact.

### **Key responsibilities include:**

- Editing and producing engaging video content for CSA programmes, campaigns, and events.
- Creating short-form videos, reels, highlights, and promotional materials for digital platforms.
- Ensuring video content meets quality standards and is delivered within agreed timelines.
- Collaborating with the Digital Content Creator and communications team to translate concepts into compelling visual stories.
- Maintaining consistency in branding and messaging across all video content.

## **6. Mandatory Requirement**

Experience in reel production is compulsory for all applicants. Applicants must provide samples or links to previous reel or short-form video content as part of their application.

## **7. Expected Commitment**

Successful interns will be expected to:

- Participate actively in assigned projects, campaigns, and meetings.
- Meet agreed deadlines and maintain professional standards.
- Contribute meaningfully to the growth of CSA's digital presence and advocacy initiatives.

## **8. Application Requirements**

Interested applicants should submit:

- A current Curriculum Vitae (CV). 2 pages max.
- A brief statement of interest (maximum 300 words).

- Links to relevant previous work, including reel production samples, in the application form via the official application link on the CSA website. Samples must be the original work of the applicant.

## 9. Duration of Appointment

- The tenure of each intern shall be one (1) year, commencing from the date of appointment. Appointment may be subject to an initial three (3) months' probation.
- Appointments may be renewed subject to satisfactory performance, or terminated at the discretion of the President, in consultation with the Vice President, Communications and Research, with one-month notice on the grounds of gross misconduct, or for other reasons contrary to the ethics of the CSA.

## 10. Voluntary Resignation

Interns may voluntarily resign from their positions by providing at least thirty (30) days' written notice to the Office of the Vice President (Communications and Research), stating the reason(s) for their resignation.

## 11. Time Commitment

- Secretariat Interns are expected to commit a minimum of 10 hours per week
- Participation includes meetings, assigned tasks, and independent contributions

## 12. Reporting Structure

All Secretariat Interns shall report directly to the Head of Media and Content Strategy

## 13. Benefits

Selected Secretariat Interns will gain opportunities for leadership development, networking, skills capacity building, and active participation in CSA programmes and initiatives across the Commonwealth.

At the end of their term, each intern will receive official Certificate of Service. Additionally,

letters of recommendations/commendations will be provided to those who have demonstrated exceptional dedication to the work of the Commonwealth Students' Association in their role.

Please note: **This is a purely voluntary and non-remunerated role**

For further inquiries, please write to [info@wealthstudents.org](mailto:info@wealthstudents.org)

**Application Deadline: 18th June 2026.**

[Apply here](#)

*Only shortlisted applicants will be contacted.*

**ENDS.**