



A4ID OPERATIONS VOLUNTEER INTERNSHIP

Advocates for International Development (A4ID) is the charity that empowers lawyers to use their skills to fight world poverty. Through our pro bono broker and legal education services we are helping the legal sector to meet its global corporate social responsibility to bring about world development. For more information about our work and our partners, please take a look at our website: <http://www.a4id.org/>.

A4ID provides internships for individuals hoping to gain further experience in the legal, charitable and international development sectors. We offer a variety of positions to suit individuals' skills and experience in communications, fundraising, pro bono and development. Internships are six months long and run from January-June and July-December.

All interns assist A4ID's staff team and are encouraged to attend meetings, contribute ideas and assist in the development of all areas of the charity and its programmes.

Basic details

Application deadline	Mon 12 th February 2018 at 10:00
Interview date	Mon 19 th February 2018
Start date	ASAP
End date	End August 2018
Time commitment	Up to five days per week
Usual hours	10:00 – 17.00
Location	Oval, London
Expenses	Up to £5 per day for lunch and travel

Operations Intern

This role involves assisting with the delivery and development of the work of A4ID, a charity whose vision is to see the law and lawyers playing their full part in the eradication of poverty, including:

- Supporting the A4ID Operations work during a period of paternity leave for the COO;
- Assisting the A4ID team with the co-ordination of office systems and processes;
- Assisting with legal and compliance review of A4ID policies, procedures, and protocols;
- Assisting with general internal legal advice as and when required;
- Assisting with general charity and company operations;
- Assisting with fundraising research, drafting, reviews, and applications;
- Assisting Finance Officer with bookkeeping, invoices, and receipts.
- Supporting the Operations work of A4ID more generally;



Applicants should possess the following skills/qualifications:

Required:

- Commitment to making a contribution to the work of A4ID;
- Strong interest in international development and the law;
- Excellent organisational skills;
- Excellent attention to detail;
- Excellent English language skills, both spoken and written;
- Competent IT skills including experience of Word, Outlook, and Excel

Desirable

- Knowledge of international development;
- Experience of working in a professional legal and/or charitable organisation;

Application Process

To apply, please complete an internship application form and confidential recruitment monitoring form and return both to info@a4id.org