Advocates for International Development (A4ID) is the charity that empowers lawyers to use their skills to fight world poverty. Through our pro bono broker, legal education services and thought leadership 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. Roles are typically six months long.

All volunteers 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. Volunteers are very welcome and are encouraged to attend all A4ID training, including the Law and Development Training Programme.

<table>
<thead>
<tr>
<th>Application deadline</th>
<th>2 December 2019</th>
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<tbody>
<tr>
<td>Interview date</td>
<td>10 December 2019</td>
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<tr>
<td>Start date</td>
<td>8 January 2020</td>
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<tr>
<td>End date</td>
<td>June 2020</td>
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<tr>
<td>Time commitment</td>
<td>Between 2 to 3 days a week</td>
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<td>Usual hours</td>
<td>9.30 – 17.00 (flexible)</td>
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<tr>
<td>Location</td>
<td>The Green House, 244-254 Cambridge Heath Rd, London, E2 9DA</td>
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<td>Expenses</td>
<td>Up to £10 per day for lunch and travel</td>
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The Role
This role involves assisting the A4ID Learning and Development team with scoping, research, planning and conducting various training courses and events on law, development, and business and human rights. The successful applicant will work with the Learning and Development Officer toward the following key objectives:

1. To successfully run the annual Law and Development Training Programme, including logistics, budget management, relations with speakers and students, monitoring and evaluation;
2. To successfully organise other training courses and events on different themes related to law, development, international legal pro bono, Sustainable Development Goals, rule of law, and business & human rights;
3. To conduct research and policy work on law and sustainable development in partnership with legal and development partners, and to promote this work.

The role will involve:
- Coordinating and attending training days at universities and law firms and assisting with the smooth running of these events, including tasks and logistics
• Carrying out other general research into the legal and development sectors (such as identifying experts and NGOs in specific development areas so as to involve them in our training programmes and events or conducting research into existing training programmes and events run by other providers)

• Liaising with A4ID partners and planning sessions and events

• Drafting correspondence to partners and promotion materials for our courses and events

• Undertaking the monitoring and evaluation of training courses and events

• Reviewing and/or drafting articles on topics related to law and development

• Assisting the Learning and Development Officer/Manager as required with other related tasks

Applicants should possess the following skills/qualifications:

**Required:**

• Commitment to making a contribution to the work of A4ID

• Strong interest in training, events and the charity sector

• Excellent organisational skills, attention to detail and time management

• Excellent English language skills, both spoken and written

• Outstanding interpersonal skills to assist communication with legal and development organisations

• Competent IT skills including experience of Microsoft Word, Outlook, and Excel.

**Desirable**

• Some level of legal background or training (LLB, GDL, LPC, LLM etc)

• Some experience of designing, organising and promoting events

• Some experience conducting online research

• Some experience drafting articles, blog posts or communications material

• Knowledge of international development

• Knowledge and/or experience working with monitoring and evaluation tools

• Experience of working in a professional legal and/or charitable organisation

**To Apply:**

To apply, please download and complete the Volunteer Recruitment Form and send it to A4ID using the Online Submission Form no later than Monday 2 December 2019 at 10:00.

If you have any queries about the role, please email thomas.istasse@a4id.org