



A4ID PRO BONO PROJECTS VOLUNTEER

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 volunteer opportunities 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

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| Application deadline | 2 December 2019 at 10:00 |
| Interview date | 13 December 2019 |
| Start date | 8 January 2020 |
| End date | June 2020 |
| Time commitment | 3 days per week |
| Usual hours | 9.30 – 17.30 (flexible) |
| Location | The Green House, 244-254 Cambridge Heath Rd, London E2 9DA |
| Expenses | Up to £10 per day for lunch and travel |

Pro Bono Projects Intern

This role involves assisting with the delivery and development of A4ID's broker service which matches requests for legal advice from development organisations with lawyers able to provide free (pro bono) assistance. The primary tasks for pro bono projects interns are to:

- Conduct phone interviews with development organisations regarding the quality and impact of the legal advice they received;
- Prepare written reports for A4ID legal partners;
- Assist with the administration of the broker service including inputting and analysing project data, preparing letters and communicating with partners;
- Carry out research into the legal and development sectors;
- Write articles and news stories for A4ID's or other organisations' websites and publications;
- Communications tasks such as formatting documents for publication, preparing social media content; and
- Attending meetings and events with A4ID staff.



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;
- A warm, personable manner with confidence dealing with new people, particularly by phone;
- 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;
- Experience writing marketing materials;
- Experience using social media;
- Experience updating WordPress websites, using Salesforce or other databases;
- Fluent (written and spoken) second language, in particular French or Spanish.

Application Process

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 Luke.McMichael@a4id.org