



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.

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.

Basic details

Application deadline	8 March 2021 10:00
Interview date	18 March 2021
Start date	5 April 2021
End date	October 2021
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 (with remote options)
Expenses	Up to £10.50 per day for lunch and travel

Pro Bono Projects Volunteer

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 volunteers 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 8 March 2021 at 10:00**

If you have any queries about the role, please email Luke.McMichael@a4id.org