A4ID Learning and Development 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, 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.

**Basic Details**

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| Application deadline | Monday 04 January 2021 at 10:00 |
| Interview date | Tuesday 12 January 2021 |
| Start date | Monday 25 January 2021 |
| End date | July 2021 |
| Time commitment | Between 2 to 3 days a week |
| Usual hours | 9.30 – 17.00 (flexible) |
| Location | Initially this will be a **remote volunteering opportunity**.  Once the A4ID London Office reopens, this volunteer opportunity will be based in The Green House, 244-254 Cambridge Heath Rd, London, E2 9DA |
| Expenses | **Up to £10.50 per day for lunch and travel** |

**The Role**

This role involves assisting the A4ID Learning and Development team with scoping, research, planning and conducting various training courses, events and documents and reports on law, development, and business and human rights. Ordinarily we have been woking on live events, however, in recent times A4ID have moved towards developing it’s capabilities to deliver events online such as online webinars and meetings.

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, including online events, on different themes related to law, development, international legal pro bono, 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, law firms and online, as well as assisting with the smooth running of these events, including administrative 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
* Supporting the development of regular social media post outputs for the team
* 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 and an aptitude for learning to use new software quickly.

**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 complete the [A4ID-Volunteer-Recruitment-Form-2020](http://www.a4id.org/wp-content/uploads/2020/06/A4ID-Volunteer-Recruitment-Form-2020.docx) and use the [Online Submission Form](http://www.a4id.org/volunteer-application-form/) or by email to [hr@a4id.org](mailto:hr@a4id.org) to send it to us no later than **Monday 04 January 2021 at 10:00**.

If you have any queries about the role, please email [naomi.cantor@a4id.org](mailto:naomi.cantor@a4id.org).