



## A4ID AFRICA PROGRAMME 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. The next round of volunteers' engagement runs from April - September 2021. Due to the Covid 19 Pandemic disruptions, the volunteers will be expected to work remotely and will therefore require to have their own computer and access to reliable internet.

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 at 10:00
Interview date	23 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	Remote working
Expenses	Up to £10.50 per day for lunch and travel (payable monthly in arrears upon providing timesheet for days worked in the month)

### A4ID Africa Programme Volunteer

This role involves assisting with the delivery and development of A4ID's Africa Office projects in 3 key focus areas that include capacity building for the legal community on responsible business practice (business and human rights), promoting a unified culture of pro bono and engaging the legal community in making progress towards development of National Action Plans on Business and Human Rights (NAPs).

The primary tasks for pro bono projects volunteers are to:

- Research and drafting concept notes on proposed projects and stakeholders' engagements to implement activities on responsible business capacity, pro bono and development of National Action Plans on Business and Human Rights in different countries in Africa
- Identifying and drafting partnership and fundraising briefs/pitch for initiating new partnerships with national bar associations, national human rights commissions, embassies and diplomatic missions, United Nations



agencies, academia/universities, leading/emerging law firms, funding agencies and development organisations.

- Planning and coordinating training events, webinars and other projects in different countries in East Africa in collaboration with East Africa Law Society (EALS) - events likely to be virtual in view of the Covid 19 and the vast network of lawyers we seek to engage.
- Prepare written reports and assist with the administration of the A4ID Africa projects including inputting and analysing project data, preparing letters and communicating with partners.
- Writing articles and news stories for A4ID or other partner 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.
- Background/training in international development, law, or related areas (e.g. project management)
- Experience drafting articles, blog posts or research papers
- Good interpersonal skills and ability to manage professional relationships with a range of stakeholders
- Excellent English language skills, both spoken and written.
- Competent IT skills including experience of Word, Outlook and Excel
- Resident in Africa (preferably in East Africa)

**Desirable**

- Knowledge of international development and working knowledge of African context.
- Experience of working in a professional legal and/or charitable organisation.
- Experience writing posts and using social media.
- Experience updating WordPress websites, using Salesforce or other databases.
- Experience in undertaking Monitoring and Evaluation research including analysing data, identifying trends, and presenting impact and learning to stakeholders.
- working knowledge of French (written and spoken) will be an added advantage.

**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 **8 March 2021 at 10:00**

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