

SAFERWORLD JOB DESCRIPTION INTERNSHIP

JOB TITLE:	Intern – Communications and Advocacy
ORGANISATION:	Saferworld
LOCATION:	London
PURPOSE:	To assist in the development and effective implementation of Saferworld's organisational communications, parliamentary and media work.
REPORTING TO:	Head of Funding and Communications
KEY RELATIONSHIPS:	Communications coordinator, Advocacy and Policy Officer, Funding Coordinator, Publications Coordinator

BACKGROUND

Saferworld is an independent non-governmental organisation that works to prevent and reduce violence conflict and promote co-operative approaches to security. We work with governments, international organisations and civil society to encourage and support effective policies and practices through advocacy, research and policy development and through supporting the actions of others. Saferworld has programmes in Africa, Asia and Europe.

Our internships offer the opportunity for graduates to further their career goals, while helping Saferworld combat the root causes of international conflict.

As many graduates discover, salaried opportunities are limited, especially in the non-governmental sector, without work experience. Saferworld internships offer the opportunity to gain excellent work experience, considerably increasing employment potential. Former interns are working in leading NGO's, government departments, parliament and academia.

Saferworld's internships last for 6-12 months and are generally full-time. The length of the internship reflects the importance Saferworld places on the development of skills and experience, which will maximise future employment potential.

Saferworld has a Funding and Communications Department and an Advocacy and Policy Department. This internship will involve work with both departments to support communications and advocacy objectives.

ROLES AND RESPONSIBILITIES:

ORGANISATION COMMUNICATIONS

- Help develop and update Saferworld's website;
- Help develop key marketing resources including photographs, case studies and statistics.
- Researching and drafting articles for Saferworld's supporter newsletter;

- Help draft Saferworld's external activity reports and news items for web, print and email and proactively work with Saferworld staff to identify activities for news items;
- Help draft organisation communications materials including leaflets and annual review.

ADVOCACY

- Daily monitoring of the UK parliament including relevant select committee's, parliamentary questions and debates - identifying key MPs, peers and researchers to target for Saferworld's advocacy;
- Building awareness and understanding of UK policy development in Saferworld's core programmes and thematic work.
- Assist in organising events and participation of Saferworld' at party political conferences;
- Drafting letters and briefings for UK parliamentarians and relevant select committees, including responding to inquiries;

MEDIA

- Daily monitoring of UK media – identifying key opinion formers and journalists in the press, broadcast media and journals and producing a daily round-up of relevant news for Saferworld staff;
- Researching and drafting press releases and press articles for the UK media and NGO community;
- Help organise meetings and events for Saferworld's advocacy team involving Government, parliament and media;
- Attend external meetings relevant to Saferworld's work;
- Maintain and update Saferworld's UK and UN contacts database.
- Help disseminate Saferworld's publications and activity reports to all relevant targets in UK Government, media, parliamentary and civil society contacts;
- General administration including management of filing systems;

PERSON SPECIFICATION:

- Good written and oral communication skills
- Degree in politics, history, communications or related discipline
- Good knowledge of UK Government, parliament and media
- Strong interest in conflict prevention, peace building and arms control issues
- Experience of working in a developing, transitional or conflict-affected country would be an advantage

TERMS AND CONDITIONS:

Payment: £7.45 per hour (London minimum wage)

Length of internship: 6 -12 months

Hours: 37.5 hours week

Holidays: 25 days a year

APPLICATION PROCESS:

To apply please send full CV together with covering letter outlining, relevant experience and stating where you saw the advert to: Sophia Khan Saferworld, 28 Charles Square, London N1 6HT, or e-mail: recruitment@saferworld.org.uk

Deadline for applications: **Friday 12th December 2008**

Unfortunately due to Saferworld's resource policy, only shortlisted candidates will be contacted.

For further information about Saferworld please visit <http://www.saferworld.org.uk>