

SAFERWORLD JOB DESCRIPTION INTERNSHIP

JOB TITLE:	Intern – Small Arms & Transfer Controls
ORGANISATION:	Saferworld
LOCATION:	London
PURPOSE:	To assist in the development and implementation of Saferworld's activities on arms, security and conflict prevention issues within the Small Arms & Transfer Controls team
REPORTING TO:	Team Leader, Small Arms & Transfer Controls
KEY RELATIONSHIPS:	Team Leader, Small Arms & Transfer Controls; Advocacy and Communications team

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.

The Small Arms & Transfer Controls team, as part of Saferworld's Policy and Advocacy Department, works with government, parliament, NGOs and the media in Saferworld's target countries in order to strengthen controls over small arms and arms transfers. This includes developing and implementing strategies to strengthen international controls (for example, by contributing to the work that Saferworld does on the Arms Trade Treaty and the UN Programme of Action). Strategies include targeting opinion-shapers and decisions-makers, development of research programmes relating to efforts to improve small arms and transfer controls across the regions in which Saferworld works, and executing seminars and roundtables, involving government and operational officials, policy specialists and NGOs.

ROLES AND RESPONSIBILITIES

- Assist the Small Arms & Transfer Controls team in the development and delivery of Saferworld's projects/work on small arms and transfer controls
- Conduct research on small arms and transfer control-related issues
- Monitor the relevant official and non-governmental debates
- Assist in the coordination and organisation of seminars and other events involving government officials, policy specialists and civil society
- Assist in the drafting of activity reports, reports to donors and fundraising documents
- Assist in the drafting, editing, production and dissemination of publications and newsletters
- Ensure, with the team, regular engagement with Saferworld's government, civil society and media contacts
- Provide research and administrative support for communications and advocacy work
- Maintain and develop the filing system on arms and security related issues to meet the needs of the team.
- Daily monitoring of UK media associated with the Programme

PERSON SPECIFICATION

- Masters degree in international relations/politics and a good overview of current international relations issues;
- Fluency in written and spoken English;
- Rigorous analytical skills;
- A good overview of peace and security issues;
- Good writing skills;
- A positive problem solving approach;
- Good interpersonal and team-working skills;
- Experience of working on countries in at least one of Saferworld's regions would be an advantage;
- A willingness to promote Saferworld's work and develop NGO collaborative work.

TERMS AND CONDITIONS

- Payment: £7.45 per hour (London minimum wage)
- Length of internship: 6 – 12 months
- Hours: 37.5 hours week (full-time)
- 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: <http://www.saferworld.org.uk>