

SAFERWORLD JOB DESCRIPTION INTERNSHIP

TITLE:	Intern – Policy & Advocacy
ORGANISATION:	Saferworld
LOCATION:	London
PURPOSE:	To support the development and implementation of Policy and Advocacy team strategies, with a specific focus on security and justice sector development and conflict sensitive awareness.
REPORTING TO:	Team Leader, Policy and Advocacy
KEY RELATIONSHIPS:	Head of Policy and Advocacy; Policy and Advocacy team, regional programme teams and operations staff as required

BACKGROUND

Saferworld's 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.

ROLES AND RESPONSIBILITIES:

- Support the conflict sensitivity awareness (CSA) and security and justice sector development (SJSD) advisors and Head of Policy and Advocacy to work with geographic teams in implementing the organisational strategies on these themes.
- Contribute to developing geographic and thematic strategies on conflict prevention and SJSD.
- Provide research support as needed on international policy and institutions relevant to the issues of conflict prevention/conflict sensitivity and SJSD
- Provide research and information-gathering support on new themes of work for Saferworld, as relevant
- Assist in preparation for trainings conducted by advisers.

- Contribute to advocacy briefs or other publications (incl the website) on the thematic areas of conflict prevention/conflict sensitivity and SJSD in particular
- Assist the Policy and Advocacy team in various internal organisational responsibilities, such as helping to organise conflict or SJSD internal working group meetings
- Assist in ensuring effective and regular communication with the rest of the Policy and Advocacy team and relevant staff and teams across Saferworld
- Represent Saferworld in relevant meetings and seminars, particularly relating to the themes of conflict prevention/conflict sensitivity and SJSD
- Together with relevant Policy and Advocacy staff, maintain the Policy and Advocacy team calendar and contacts database.

PERSON SPECIFICATION:

- A Masters degree in International Relations, Development Studies or a related discipline is desirable
- Experience of working with an NGO, government or in related fields would be an advantage
- A good overview of peace and security issues in either Africa, Asia or Europe;
- A good overview of current international relations issues, especially in relation to conflict prevention, conflict-sensitive development or security and justice sector development;
- Rigorous analytical and research skills;
- Fluency in written and spoken English;
- Good writing skills;
- A positive problem-solving approach;
- Good interpersonal skills;
- Good team-working skills;
- A willingness to promote the work of Saferworld and develop NGO collaborative work;
- Overseas travel may also be required

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: <http://www.saferworld.org.uk>