

ARMED VIOLENCE REDUCTION INTERN

« Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity »

Humanity & Inclusion (HI) is an independent and impartial aid and development organisation with no religious or political affiliations operating in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable people to help meet their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

The Armed Violence Reduction (AVR) Technical Division advises on quality and stirs the implementation of 35 Humanitarian Mine Action (HMA) and AVR projects across 16 Explosive Ordnance (EO) contaminated countries. Based at headquarters and spread across the HI offices of Lyon, Geneva, London and Brussel, the AVR team is small but dynamic team of experts (EO clearance, EO Risk Education, Conflict Sensitivity and Transformation, Quality and Innovation, and Victim Assistance).

As an active member of the Armed Violence Reduction Technical Division and reporting to the Projects Development Officer the AVR Intern will lead on the following responsibilities:

Fundraising Strategy & Branding (60%)

- Lead on the coordination and preparation of the 4th of April – International Mine Awareness Day
- Create and collate cases studies from the field for donor liaison and social media outreach
- Help create a social media outreach strategy
- Collect and compile data on AVR programming for monitoring purpose and quality management
- Track and update the AVR Grants Monitoring Tool
- Contribute to the editing or drafting of strategic, fundraising or institutional documents
- Conduct donor research

AVR Team Support (40%)

- Help organise and disseminate AVR pedagogic tools with field programmes
- Read, summarise and disseminate new policy documents shared by partners (e.g. Small Arm Surveys, Landmine Monitor, etc).
- Conduct context and conflict analysis
- Any other tasks requested by the team

Essential Requirements:

- Having completed or currently undertaking a Master's Degree in a relevant field (e.g. conflict, security or development studies)
- Excellent fluency in English and French, both written and spoken
- Be available Monday to Friday for 15-20 hours a week for 3 to 6 months.

- Competent in the use of Microsoft Office (especially Word, Excel and Outlook).
- Strong planning and organisational skills.
- Initiative and the ability to work independently.

Desirable:

- Pre-existing knowledge on Mine Action (practical or theoretical)
- Pre-existing aptitudes on Monitoring, Evaluation and Learning tools and methodologies
- Motivated, flexible, ambitious & team-oriented.

NB.: We are unfortunately not in the position to offer a salary for this internship but contributions to lunch (up to £6/day) and travel costs (up to £11.70/day) are made on presentation of receipts. Letter of recommendation can also be provided upon completion of the internship.

We hope to provide the AVR intern with precious insight into the reality of humanitarian and development professionals, as well as an exposure to essential operational, fundraising and communications skills.

Location

Humanity & Inclusion UK's offices are situated in Southwark, London. The offices have an open-plan setting. During the period of the pandemic, this role will be remote. Please note that due to the uncertainty concerning the sanitary situation it is possible that the whole internship might be completed remotely. The ideal candidate will be based within travelling distance to London to allow for regular meetings when they can resume under government guidelines.

Duration

Ideal start date: March 2021.

Length: 3 to 6 months, TBC.

How to apply

Send your Cover Letter & CV by email to: recruitment.uk@hi.org by 1st March 2021, 6pm GMT.

For further information, please contact Nili Cytrynowicz at Humanity & Inclusion UK on 0870 774 3737 or by email at recruitment.uk@hi.org (if the phone line is not available please send an email to arrange a call)



Humanity & Inclusion UK values diversity and welcomes applications from all sections of the community. **We particularly encourage applications from people with disabilities and/or from Black and minority ethnic backgrounds.** If you have a disability – that you disclose during the application process - and meet the minimum requirements for the role, we will guarantee you an interview.