

# seed madagascar

sustainable environment, education & development

## UK Programmes & Office Assistant Intern

### Position Overview

An exciting and unique internship opportunity to work closely with key senior operational staff in a respected UK international development charity; this position has strong vocational content for anyone looking to break into the international development sector with future possibilities of progression into roles within the UK and/or Madagascar.

The post holder will gain hands-on experience in international development, and understanding and skills across a wide range of duties associated with programmes development, corporate fundraising, volunteer coordination, and practical charity management.

The internship spans a minimum of six months and is a remote role. The diversity of activities that will be undertaken provides training for an early-career development professional who can effectively and efficiently deal with a comprehensive range of tasks related to the complex world of overseas development work.

**Reporting to:** Programmes & Funding Coordinator, Managing Director

**Location:** Remote

**Commitment:** Part-time, two days a week for a minimum of six months

**Salary:** N/A (voluntary)

### Responsibilities:

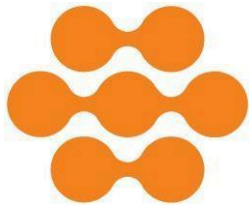
1. Supporting the Programmes & Funding Coordinator in securing trust and foundation funding, which will include: performing donor research; drafting, proofreading, and editing grant applications and reports (in part or in full); and ad hoc administration relating to donor management.
2. Supporting the International Volunteer Coordinator in the running of the charity's volunteering programmes, which will include: researching new avenues for marketing; maintaining volunteer databases; correspondence with volunteers and partners; and creative evaluation of materials and resources given to volunteers.
3. Supporting the Corporate Liaison Officer to secure corporate funding, which will include: researching potential donor companies; supporting corporate facing marketing materials; and supporting creation of report and proposal materials.
4. Supporting the Managing Director to ensure the smooth running of the organisation, which will include: preparing financial reports and documentation; note taking at trustees' meetings; supporting development of policy and procedural documentation; building on fundraising and networking opportunities; and supporting the recruitment process.

**Seed Madagascar**  
Company No. 3796669  
Charity No. 1079121

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1a Beethoven Street,  
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Tel: +44 (0) 20 8960 6629

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It should be noted that the successful candidate will take on a variety of tasks outlined above. While SEED Madagascar will make every attempt to tailor the tasks to the post-holder's desired area of experience, this will be balanced by the priorities of the organisation.

## Desired Knowledge/Experience/Skills/Qualifications

- Hold or be studying towards an undergraduate degree in or relating to international development (or have equivalent professional/experiential background).
- Knowledge and/or keen interest in development and/or conservation issues facing least developed countries such as Madagascar; previous experience living or working in a developing country would be an asset.
- Knowledge and/or keen interest in at least one of SEED Madagascar's four core areas (community health; sustainable livelihoods; environmental conservation; and education infrastructure); previous experience of community-based work would be an asset.
- Excellent analytical skills and ability to gather and assimilate information from various sources, compile documents (reports and proposals), and identify lessons learnt and best practice.
- Sound ability to adapt material for different audiences.
- Be able to conduct internet research.
- Be able to work both independently and as part of a team.
- Be able to financially support themselves for the duration of their internship as there is no stipend available for travel or sustenance.
- Strong written English is essential, French and/or Malagasy would be an asset.
- Be willing to take on mundane tasks such as scanning and photocopying where necessary.

## Application Procedure

Anyone interested in applying for this position should send a CV and covering letter in English explaining how their skills and experience match the requirements in the job description to Mark Jacobs, Managing Director, by email to [mark@seedmadagascar.org](mailto:mark@seedmadagascar.org).

**Application deadline: Wednesday 31st January 2024 at 23:59 GMT.**

SEED Madagascar actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.

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