

seed madagascar

sustainable environment, education & development

Remote 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, gain 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: Grants and Administrative Assistant

Location: Remote

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

Salary: N/A (voluntary)

Responsibilities:

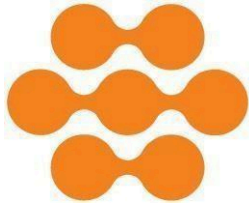
1. Supporting the Programmes & Partnership Manager in securing trust and foundation funding, which will include: performing donor research; drafting, proofreading, and editing grant applications and reports (in part or in full); and ad hoc administration relating to donor management.
2. Supporting the 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.
3. Supporting the Managing Director and the Director of Programmes and Operation, 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.

United Kingdom: Suite 7,
1a Beethoven Street,
London, W10
4LG
Tel: +44 (0) 20 8960 6629

Madagascar:
Villa Rabemanda,
Ambinanikely,
B.P. 318, Tolagnaro

info@seedmadagascar.org

www.madagascar.co.uk



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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 five core areas (community health; sustainable livelihoods; environmental conservation; education infrastructure and water, sanitation and hygiene); 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 drafting thank you notes for donors

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.

Application deadline: Friday 23rd August 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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