



## UK Project Development & Office Assistant

**Reporting to:** Project Development Coordinator

**Location:** SEED Madagascar London Office, W10 4LG

**Contract Type:** Part-time, two days/week for a minimum of six months

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

**Probationary period:** Three month

### **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 project development, corporate fundraising, volunteer coordination, and practical charity management.

The internship spans a minimum of six months and is based in SEED Madagascar's office in Queen's Park, London. 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.

### **Responsibilities:**

The successful applicant will have the opportunity to:

Support the Project Development Coordinator in securing trust and foundation funding, which will include: performing donor research; drafting, proof reading, and editing grant applications (in part or in full); and ad hoc administration relating to donor management.

Support 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.

Support the Corporate Fundraising Officer to secure corporate funding, which will include: researching potential donor companies; supporting of corporate facing marketing materials; and supporting of report and proposal materials.

Support 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.



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, and Skills:**

- 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
- 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

Anyone interested in applying for this position should send a CV and covering letter explaining how their skills and experience match the requirements in the job description to Zac Hill, SEED Madagascar's Project Development Coordinator, by email to [projects@seedmadagascar.org](mailto:projects@seedmadagascar.org).

To find out more about the context in which we work and our programmes, please download our most recent Annual Accounts and Report, available on our website.