



Education, Empowerment and Access to Justice for Women and Girls

Development Intern Job Description and Person Specification

Reporting to	Rhiannon Davis, Executive Director
Locations	Freetown, Sierra Leone (time can also be spent in our offices in Makeni and Kenema) <i>[We are accepting remote placements during COVID-19]</i>
Salary	This internship is unpaid and the intern will be expected to cover his/her expenses for the duration of the placement. Unfortunately, AdvocAid as a small organization cannot cover funds for international interns/fellows. However, we will support any funding applications that the intern wishes to apply for. AdvocAid can advise on sourcing housing and settling into Freetown. Interns will also be connected to a network of current / previous AdvocAid volunteers and supporters in Freetown.
Duration	Duration of internships/fellowships are flexible and can be agreed on a case-by-case basis, however we prefer a commitment of 3 months (40 hours/week). AdvocAid can also accommodate interns seeking longer (up to 1 year) placements.
Start date	We are looking for someone to start in January 2020 but we can be flexible on dates.
Deadline	Sunday 1st December at midnight GMT

ABOUT ADVOCAID

Founded in 2006, AdvocAid is the only human rights organisation in Sierra Leone providing holistic access to justice and post-prison support to women and girls who come into contact with the law. AdvocAid is led by women for women, and operates from established offices in Freetown, Makeni and Kenema across eight towns in Sierra Leone (Freetown, Waterloo, Masiaka, Bo, Kenema, Makeni, Magburaka and Port Loko).

We provide access to justice, legal empowerment, psycho-social and welfare support and post-detention support. As well as providing these short-term interventions, we advocate for law reform that is focused on changing the system that disproportionately traps women and girls in poverty and brings them into contact with the justice system.

For more information visit: [Our Website](#) | [Facebook](#) | [Instagram](#) | [Twitter](#)

DEVELOPMENT INTERNS

To address funding volatility and strengthen our visibility, AdvocAid is seeking a Development Intern to support fundraising, communications, and capacity building. We are looking for an ambitious self-starter to aid in donor reporting, to help strengthen our external communications and to research and respond to funding opportunities.

This is also an opportunity for professional business development as you will participate in the weekly Bridge Programme, a 12-month online training on how to use digital tools to effectively engage during COVID-19.

While we prefer an in-country intern, in light of COVID-19 restrictions, we are open to accommodating a remote intern.

ABOUT THE ROLE

Communications

- Conduct interviews with paralegal and social work staff members (and at times the women we work with) in order to develop a bank of case studies that demonstrate the impact of AdvocAid's work
 - a remote intern will contact paralegals, social workers, and other staff to follow up and document interesting cases and activities reported on the organisational Whatsapp group
- Generate weekly content for our social media platforms that highlights various programming and activities, maintain AdvocAid's website, create newsletters for supporters, and write press releases
- Participate 2hrs/week in the BRIDGE training programme and incorporate relevant learning in communications
- Work with staff to ensure AdvocAid's brand is well represented on all external documents

Capacity Development and Programme Support

- Support Executive Director in ensuring timely donor reporting by drafting assigned project reports and tracking deadlines
- Provide guidance, support, and training sessions to staff to help build AdvocAid's fundraising and communication's capacity
- Occasionally support project management and implementation of activities
- Proactively research funding opportunities and write applications to trusts, foundations and corporates in order to increase financial sustainability
- Support the Executive Director in developing grant proposals for institutional funders
- Develop a donor stewardship plan to encourage individual supporters to become regular donors
- Manage all donor thanking
- Help coordinate events planning

Business Development

- Manage and update our monthly donor and stakeholder tracker
- Stay up to date with Global Giving activities; track and draft strategy for upcoming campaigns

This list is in no way exhaustive or final, and is very likely to change. Our Executive Director will help you set learning goals at the beginning of your stay to ensure that you are able to shape the role in accordance with your own interests and skills.

PERSON SPECIFICATION:

The ideal candidate will be passionate about supporting women in conflict with the law and able to establish sound working relations with colleagues, partners, and the women we work with alike. We are always busy at AdvocAid, so you must be hardworking, keen to learn, and ready to jump into the deep end! We are looking for someone with the following qualifications and experience:

Essential:

- Student or new graduate with a degree in International Development, Political or Social Science, Anthropology, Social Work, or a related subject
- Experience of travelling or volunteering in countries of the Global South
- Excellent verbal and written communications skills
- A multi-tasker and team player able to juggle conflicting priorities and ensure all deadlines are met
- Fluent in English

Desirable:

- Knowledge and understanding of project cycle management
- Proven experience in doing fundraising, communications, or both for a non-profit organisation
- Experience in writing successful proposals for trusts, foundations or institutional funders
- Experience in managing social media accounts and websites and writing targeted newsletters
- Skilled in photography or video-making
- A basic understanding of legal systems would be a bonus, but isn't essential

HOW TO APPLY

To apply, submit your CV and a cover letter (maximum one page) to info@advocaidsl.org. In your cover letter please state the dates and duration you are available for. Please also describe a possible project you would be interested in pursuing at AdvocAid – this does not commit you to this idea only, but gives us an indication of your interests.

Please address your application to the Executive Director, and write “Development intern application”.