

Intern: People of the Commonwealth (Graduate Internship programme)

Our Graduate Internship programme provides opportunities for recent graduates to participate in all aspects of the organisation; to gain experience and to develop and strengthen their knowledge and skills. The Foundation's work is delivered through three core programmes: Commonwealth Civil Society, Creative Commonwealth and People of the Commonwealth. A fourth programme, Knowledge, Learning and Communications, brings together our information management, monitoring, evaluation and learning, and communications functions.

Interns are based in specific programme teams and encouraged to engage in a range of activities throughout the organisation. Responsibilities are tailored to the programme area and the intern's own capacities, typically including project work, research, preparation of briefing papers and provision of logistical and administrative support.

The organisation

The Commonwealth Foundation was established by Heads of Government in 1965, reflecting the commitment of Member States to ensuring that the Commonwealth family would be as much an association of peoples as of governments. As one of the three intergovernmental pillars of the Commonwealth, the Foundation operates within that critical space between government and civil society. Our future focus is to:

- **Support** the active and constructive participation of Commonwealth citizens in all aspects of their governance
- **Nurture** the growth of vibrant and free civil societies in all Commonwealth countries
- **Advance** the principles and ideals of the Commonwealth.

People of the Commonwealth

The People of the Commonwealth (POC) is the Foundation's new outreach and advocacy programme. POC aims to bring Commonwealth citizens and their views into the centre of discussion and decision-making on critical issues that affect the lives of individuals and their communities. The programme uses multiple platforms including the *Critical Conversations* [series](#), the [Commonwealth](#)

[People's Forum](#); and engagement in Commonwealth policy and other intergovernmental spaces to inform, unite and inspire to effect change.

The person

We have a vacancy for an intern in People of the Commonwealth. The intern will have experience and interest in a range of disciplines including communications, event management, and academic knowledge of any of the Foundation's thematic focus areas: health, environment and climate change and/or freedom of expression.

We are looking for someone with excellent research and administrative skills, a keen interest in advocacy, international relations, human rights or development. Skills and experience in the use of technology are essential and knowledge of Microsoft Office and online platforms are required.

Key tasks and responsibilities

All interns working at the Commonwealth Foundation are required to:

- Actively promote the values and aims of the Commonwealth
- Provide support in delivering the Foundation's objectives, including assisting in cross-Foundation projects, events and initiatives
- Undertake research projects and produce research papers
- Participate in the planning, monitoring and evaluation, and reporting cycle of the Foundation
- Contribute to the documentation and sharing of lessons learned and incorporation of these in project reports, publications and appropriate presentation materials
- Support the technical aspects of the Foundation's work including assisting in the management of webinars, online meetings and social media.

Our responsibilities and commitments

- We prioritise professional development of our interns: encouraging participation in both internal and external learning opportunities and rotation between programme areas to broaden knowledge and skills.
- Before moving on from the Foundation, we support interns with CV development, interview technique and opportunities for networking.
- We are committed to celebrating and promoting diversity; actively working to foster a welcoming and inclusive environment for all staff, including our interns.

- We aim to ensure that the Graduate Internship programme is as accessible as possible, including to people from a range of socio-economic backgrounds and those who have not yet had a significant internship opportunity.

Other

- Daily allowance is based on the London Living Wage, currently £76 per day (based on 7 hours)
- 6-month duration with the possibility of extension to 12 months.
- The Foundation is currently in the process of returning to its office and the intern can expect to have the opportunity to work in the office as well as remotely.
- The intern is fully included in any external training opportunities (including conference attendance) and appropriate internal learning and development programmes
- Assistance is given, where possible, to aid the intern into their next position at the end of their internship.
- As an internship, this does not constitute employment with the Foundation. There are no payments for bank holiday, privilege days or sickness. There is a limited holiday allowance.
- The intern must have the right to reside in the UK for the full duration of the internship. The Foundation cannot assist in altering the visa status of any applicant and applications from persons who do not have right to residency at the time of application will not be considered.

Closing date:

Wednesday 22 September 2021, 1pm GMT

Interviews:

Week of 27 September 2021

Proposed start date:

Week of 4 October 2021(negotiable)