



Role Definition

Role: Graduate Intern

Reports to: Senior Programme Manager of relevant team

Graduate Internship programme

The Commonwealth Foundation's work is delivered through three core programmes: Commonwealth Civil Society, Creative Commonwealth and People of the Commonwealth. Each programme works closely with a fourth: Knowledge, Learning and Communications. The Foundation's leadership is overseen by a Directorate. Full details of the Foundation and our work can be found [here](#).

Our **vision** is of a Commonwealth of equal, just and inclusive societies. Our **mission** 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.

Information on the Foundation's current Strategic Plan, which details what we are doing, how and why, can be accessed [here](#).

Interning at the Commonwealth Foundation

Our Graduate Internship programme provides opportunities for recent graduates to participate in all aspects of the Commonwealth Foundation; to gain experience and to develop and strengthen their knowledge and skills.

The Commonwealth Foundation maintains a team of interns who are recruited together for a six-month period. Our interns are fully integrated into the Foundation's staff structure, and we pay close attention to their professional development.

Key tasks and responsibilities

In relation to their home programme, responsibilities are tailored to the programme needs and the intern's own areas of skill and interest.

Interns are required to:

- actively promote the values and principles of the Commonwealth and the Foundation
- provide support in delivering the Foundation's objectives, including maintaining internal information systems and assisting in cross-Foundation projects, events and initiatives
- undertake research projects and produce research and briefing 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
- provide general logistical and administrative support.

We are looking for someone with:

- excellent administrative skills
- a keen interest international development and human rights
- experience of Microsoft Office, including an excellent knowledge of Excel
- a can-do attitude.

Database management experience would be an advantage, and we would welcome academic knowledge of any of the Foundation's thematic focus areas: health, environment and climate change, and/or freedom of expression.

For the Intern role based within the Creative Commonwealth team, a passion for and experience in a creative or arts-based field is essential.

Our responsibility to interns:

- We prioritise the professional development of our interns: encouraging participation in both internal and external learning opportunities and rotation between programme areas to broaden knowledge and skills
- We are committed to celebrating and promoting diversity; actively working to foster a welcoming and inclusive environment
- We aim to ensure that the Graduate Internship programme is as accessible as possible to people from a range of socio-economic backgrounds.

Other details

- Salary of £1,812 per month
- Six-month fixed-term internship contract
- 15 days paid annual leave inclusive of public holidays and the Foundation's own designated leave days (equivalent to 30 days pa)
- We are currently operating a flexible working policy which requires all staff to work from our central London office at least five days per fortnight including every Wednesday. Applicants must be able to affirm their capacity and willingness to work within our policy
- Our aim is to help our interns to their next position. To that end, we provide guidance on possible opportunities as well as assistance with refining CVs and undertaking interviews. There is no expectation of a role with the Foundation at the end of the internship.

The intern must have an existing right to work in the UK for the full duration of the internship in order to apply for this position. The Foundation cannot assist in altering the visa status of any applicant.