



Role: Internship in the office of the Directorate

Reports to: Director-General

Key responsibilities:

- Undertake research on issues relevant to the Foundation's various areas of work
- Prepare briefing notes for the Director-General (DG) and Deputy Director-General (DDG) as part of preparation for official meetings and visits
- Prepare materials for presentations to be delivered by the DG and DDG
- Maintain a database of Directorate outreach and contacts
- Work with the Executive Officer to ensure the smooth running of the Directorate and the Support Services Team.

Profile:

- Degree in an area related to the Foundation's work (for example international relations, development, law)
- Demonstrated capacity for research
- Excellent writing and communication skills
- Detail orientated: a high level of organisational skills
- Strong computer skills
- Responsible, flexible, hard-working, ethical and committed to the Foundation's mission and values.

We value:

Regardless of level of experience, the Commonwealth Foundation has values we hold paramount for all team members:

Diversity

Recognising that the plurality of people and natural environments of the Commonwealth lies at the heart of its strength, the Commonwealth Foundation will respect this diversity in fulfilling its mission. It is committed to the equality of opportunity for all, to respect for difference, and environmental sustainability.

Collaboration

Recognising that effective, responsive and accountable governance requires the inputs of all stakeholders, the Commonwealth Foundation will share the learning generated by the participation of civil society. It is committed to inspiring dialogue from the bottom up, promoting consultations, building consensus, facilitating convergence, forging partnerships and engaging diverse stakeholders in participatory governance.

Integrity

Recognising that intergovernmental organisations are publicly funded and answerable to their member states, the Commonwealth Foundation will act in a thoroughly transparent manner in all its undertakings. It is committed to demonstrating accountability to both governments and civil society. It pursues its mission with commitment, discipline and rigour.

Ingenuity

Recognising the scale and scope of the challenges facing Commonwealth people, their organisations and natural environments, the Commonwealth Foundation acknowledges the requirement to be innovative in its responses. It is committed to acting as a catalyst that brings stakeholders together to generate creative and innovative solutions and promote thoughtful analysis and learning.

More information can be found at: <https://commonwealthfoundation.com/about-us/>

Terms:

- 6-month duration with possible extension to maximum 12 months
- Internships offered by the Foundation will be remunerated to the value of £275 per week on a five-day basis, which equates to £55 for a full day.
- Any permanent reduction in hours, if agreed, will affect the allowance on a pro rata basis.
- A travel allowance (commuting to and from the office) is available to interns. Proof of travel costs must be provided to HR and thereafter the allowance will be payable to the intern monthly for exact days in relation to their timesheet.
- 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 is included fully in any external training opportunities (including conference attendance) and appropriate internal learning & development programmes.
- Assistance is given where possible to aid the Intern in securing a permanent role in another organisation at the end of their internship. If there was a suitable vacancy at the Foundation, the intern can apply, however there is no guarantee of any role at the end of internship.