Intern, Grants Programme

The Commonwealth Foundation is an intergovernmental organisation established by Heads of Government in support of the belief that the Commonwealth is as much an association of peoples as it is of governments. It is the Commonwealth agency for civil society; a unique, stand-alone organisation established by, funded by, and reporting to governments.

The Foundation supports civic-voice led projects designed to advance participatory governance. Through grant making and capacity development work in partnership, the Foundation selects and works with partners that take an innovative approach to strengthening the ability of civic voices to engage with governance institutions, undertake accountability and policy reform initiatives, influence public discourse and have the potential to shift and transform governance towards more participatory systems. Ultimately, the Foundation seeks to ensure that policy and government institutions are more effective contributors to development through the influence of civic voices.

**The programme**

### With more than 2.3 billion citizens, the Commonwealth provides a potentially huge pool of ideas for advancing societies.

The Foundation offers grants of up to £200,000 over four years in support of innovative project ideas and approaches that seek to strengthen the ability of civic voices to engage with governments and that have the potential to improve governance and development outcomes through their active participation.

**The role**

This is an opportunity to join our small, London-based team, with a truly global remit. As part of the Grants team you will perform a variety of tasks including assisting with the grants programme management, research, database management, and general administrative support to the grants team as required.

You will also be part of the wider internship programme, which includes internship projects that work across the whole Foundation.

**The person**

The successful intern will have a degree in a related field to the Foundation’s work. You will have experience of working in the area of grant making and/or international development and be able to demonstrate excellent writing and communication skills. You will be committed to the work of the Foundation including the mission and values. You will be a self-starter who is able to prioritise your own workload and multitask as required. You will have excellent IT skills including database management along with a can-do attitude.

**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/>

**Closing date:**

Friday 19 June 2020 at 1pm GMT

**Interviews and start date:**

Interviews: 14/15 July 2020

Proposed start date: 3 August 2020

The role will be based in our London office at St James. At the time of starting, if COVID-19 social distancing restrictions are still in place, it is envisaged the role will initially commence remotely.

**Allowance and Duration:**

* Five days per week, 9.30am to 5.30pm. Flexibility around these timings can be discussed if for example the intern is undertaking part time studying or similar commitments. A minimum of a total of 4 days is required
* Six months’ duration with possibility of extension to a maximum of one year
* £55 per day
* Travel allowance (commuting to and from the office) to a maximum of £20 per day is available
* 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 and 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.

**Legislation**

Under UK employment law you must have the right to live in the UK either by having a nationality from a qualifying member country of the European Union or by possessing an appropriate visa. **The Foundation is unable to sponsor any visa applications, so this must be in place at time of applying.** Proof of passport/visa is applicable at application stage and if not in possession the application cannot be processed.

More information can be found at: <https://www.gov.uk/eu-eea>  and <https://www.gov.uk/browse/visas-immigration>. Commonwealth citizens who do not possess an appropriate visa, in line with UK legislation, do not have an automatic right to work in the UK.

**Process**

(Covered in CF web page)