# Intern Role Description

**TITLE:** Programme and Institutional Fundraising Intern Position

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| 1. **MAIN PURPOSE**   To provide strategic support to the Programme and Institutional Fundraising Team at The Leprosy Mission International Office. |
| 1. **POSITION IN ORGANISATION**   Reports to the Global Programme Advisor being a member of the Operation Support Team. |
| 1. **SCOPE, DUTIES & KEY RESPONSIBILITIES**   This internship is an opportunity to get involved in supporting TLM Global Fellowship Programme and Institutional Fundraising Coordination at global and country level. Specific areas will be:  **Programme Support (70%)**   * Assist the Global Programme Advisors to:   + Revise project and report documents   + Monitor that projects and programme documents are correctly uploaded and shared within the TLM intranet system   + Analyse and proofread project proposals, with particular attention to the project cycle management, during the design and monitoring phase.   + Support the team in the organisation of TLM Global Programme Workshop, potential learning webinars and online learning opportunities   + Revise project cycle management documents and policies as needed.   + Participate in relevant team meetings as well as meetings with members of TLM Global Fellowship   **Institutional Fundraising Coordination Support (30%)**   * Assist the Institutional Fundraising Coordinator to   + Undertake online research of the institutional funding landscape for grants and funding opportunities   + Identify and analyse grants and funding opportunities criteria   + Analyse and create a profile for potential institutional donors   + Proof read project proposals and funding reports   The above list reflects the areas where the intern support is required at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties can vary as required  We recognise Volunteers and Interns much-needed primary experience at the start of their careers. Providing your time and skills to TLM International Office is a two way process. There are mutual responsibilities and benefits. In return for the time and commitment to TLM International Office volunteers and interns you can expect to benefit in the following ways:   * A great opportunity for anyone wanting to gain experience of working in the International Development sector and gaining an insight into the work of an International non-Governmental Organisation ( NGO) * A way of developing new skills or building knowledge related to our areas of work and expertise. * Support to make the best possible use of your skills and provide training where appropriate. * Contribute and being part of our work towards Leprosy Defeated, Lives Transformed. * Opportunity to actively participate in our daily communal prayer and devotion time * References available for your future employment opportunities. |
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| 1. **QUALIFICATIONS AND PERSON SPECIFICATION**  * Undergraduate in course of achieving a Diploma and or Degree in a related discipline. Desirable is a strong interest in International Development, Project Cycle Management and/or Institutional Fundraising. * Excellent interpersonal skills with the ability to communicate with staff and visitors * Ability to work under pressure and to prioritise for time and tasks among projects * Self-motivated with the capacity to work on own initiative, as well as part of a wider team with a can do attitude * Excellent written and verbal communication skills – able to write and communicate successfully online * Excellent organisational and planning skills, able to meet deadlines – prioritisation of multi-tasks, time management * Good attention to detail – checking logic and accuracy of written documents * ICT literate – Intermediate level Microsoft Office Word, Excel and PowerPoint Confident database, Internet and Email user. * Ability to maintain confidentiality * Commitment to the values and vision of the Leprosy Mission International. * Show strong commitment and fully support all our policies and procedures and particularly our data protection, safeguarding of children, young people, and adults at risk policies in all circumstances. * Excellent research skills and ability to summarise information * Fundamental understanding of the institutional funding landscape  1. **CONDITIONS**   The internships are designed to give concrete experience in research, development programme and institutional Funding within the international development sector. The role will require you to work with our UK team and with other staff around the world.  Please note that this is an unpaid internship, however TLM may be able to assist with transport solutions and lunches, (within M25 and lunch expenses are up to £4.50 per day against receipts)  We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. TLM do not sponsor individuals applying for internships to help them obtain visas.  TLM’s Data Protection Policy will apply to this piece of work and TLM will retain the intellectual property rights of the resulting work. However, the intern will be granted permission to reproduce the resulting work for his / her benefit as part of a degree course of study. |

1. **ABOUT US**

The Leprosy Mission (TLM) is an international Christian organisation which helps people affected by leprosy. Founded in 1874, The Leprosy Mission is the oldest and largest leprosy-focused organisation in the world today.

**For more information please visit:**

Website: [www.leprosymission.org/about-us](http://www.leprosymission.org/about-us)

Facebook: [facebook.com/TheLeprosyMissionInternational/](https://www.facebook.com/TheLeprosyMissionInternational/)

Twitter: [twitter.com/Leprosymissint](https://twitter.com/Leprosymissint)

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