# Intern Role Description

**TITLE:** General Secretariat & People and Safeguarding support Intern

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| 1. **MAIN PURPOSE OF JOB**   To provide administrative support to General Secretariat, People (Human Resources) and Safeguarding teams at the International Office. |
| 1. **POSITION IN ORGANISATION**   Reports to a member of the General Secretariat or People and Safeguarding team, supporting and working closely with HR and General Secretariat. |
| 1. **SCOPE, DUTIES & KEY RESPONSIBILITIES**   This internship is an opportunity to get involved in supporting Human Resources processes and administration on some of the following specific areas:   * Help with regularly posting articles on the Human Resurces Hub * Create and transfer HR and relevant material according to new branding guidelines * Help with the Leadership Development Programme competencies learning material reformatting * Help with the coordination of the Leadership Development Programme for All * Support the reorganisation or materials in different areas including compiling, posting or adapting, updating and creating new content. * Support the team workplace internal communications (Human Resources, General Secretariat and Safeguarding Hub) * Suport GDPR compliance * Help with the review, poof reading and editing of internal documents. * Assist the process of transferring physical personnel file details into a database. * Serve as a resource to the GS & HR Administrator and the Senior Global Services Administrator in the organisation of events and logistics (when/if required). * File and sort out documentation according to criteria provided. * Participate in organizing staff events. * Be part of Christian sessions. * Respond to any requests in a cooperative, courteous, and timely manner.   The above list reflects the areas where 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 recognize that providing of your time and skills to TLMI is a two way process. There are mutual responsibilities and benefits. In return for the time and commitment to TLMI volunteers and interns you can expect to benefit in the following ways:   * TLMI provides 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 devotions to God. * References available for your future employment opportunities. |
| 1. **COMPETENCIES DEVELOPMENT** Volunteers and Interns will be encouraged and mentored to develop the following competencies according to the International Office competency framework:   1- Spiritual maturity. 2- Multicultural working 3- Business acumen 4- Member orientation 5- Communication  6- Leprosy Knowledge |
| 1. **QUALIFICATIONS AND PERSON SPECIFICATION**  * Undergraduate in course of achieving a Diploma and or Degree in a related discipline * Excellent interpersonal skills with the ability to communicate with staff and visitors * Ability to work under pressure and to prioritise for self * 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 minutes if required, bringing together the most important information * 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 – Highly efficient 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. |

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)

LinkedIn: [linkedin.com/company/1564608](https://www.linkedin.com/company/1564608)