#  Intern Role Description

**TITLE:** Institutional Funding Research Internship

|  |
| --- |
| 1. **MAIN PURPOSE**

To provide support in the identification of Institutional Funding opportunities and administrative support to the Institutional Funding work of The Leprosy Mission International Operations team.  |
| 1. **POSITION IN ORGANISATION**

Reports to the Global Institutional Funding Coordinator and is a member of the Operations team. |
| 1. **SCOPE, DUTIES & KEY RESPONSIBILITIES**

This internship is an opportunity to get involved in supporting institutional funding research in the international development sector, specially focusing on:* Researching Funding Opportunities:
	+ Screening databases and funders profiles
	+ Updating Institutional Funding Information System database
	+ Managing and creating donors’ profiles
	+ Researching funds by country eligibility & thematic focus
* Support on the development of donor road maps and country priorities
	+ Creating specific donor breakdowns aligned to key programs
	+ Summarising funding by programmatic area or by country
* Work closely with the TLM International Office (IO)
	+ Attending Operations coordination meetings
	+ Attending the IO weekly and monthly learning
	+ Proof reading and reflecting on program documents
* All Other Duties
* Supporting the Members of our Global Fellowship
* 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 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 can expect to benefit in the following ways: * A great opportunity to gain experience of working in the International Development sector
* Training provided on the role as well as the wider organisation to help you settle into the tasks
* Gain first-hand insight into the work of an International non-Governmental Organisation (NGO)
* Develop new skills or build knowledge related to our areas of work and expertise.
* Support to make the best possible use of skills and training provided 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.
 |
| 1. **QUALIFICATIONS AND PERSON SPECIFICATION**
* Undergraduate 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
* Excellent reading and research skills – able to search, read and review documents online
* Excellent organisational and planning skills, 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, Internet and Emails
* Ability to maintain confidentiality and work in a professional manner
* 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: https://www.linkedin.com/company/the-leprosy-mission-international/