

Institutional Relations Volunteer

Handicap International is a charity working in situations of poverty and exclusion, conflict and disaster in around 60 countries worldwide. Working alongside people with disabilities and other vulnerable people, we respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

As the Institutional Relations Volunteer, you will be part of a small, dynamic and ambitious team with big plans. You will be providing administrative support to our team on a regular basis. By volunteering with us you will help us build our relationship with the UK government and other key institutional donors. As well as assisting with the smooth running of our office, you will gain first-hand experience of working for an international development charity and you will get a chance to enhance your CV: developing transferable skills, such as relationship building and team work

Key tasks you may be able to support:

- Administrative support for the team
- Carrying out or updating background research on institutional funders
- Assisting in the development of training and resource packs
- Ensuring all institutional funding electronic and hard-copy files are kept up to date
- Maintaining Institutional Funding admin systems to support the team's process management and record keeping.

Skills and experience we are hoping for:

- Excellent attention to detail.
- Competent in the use of Microsoft Office (especially Word and Excel).
- Strong planning and organisational skills.
- Excellent spoken and written English.
- Initiative and the ability to work independently.
- A positive attitude to working as part of a small team.

Desirable skills and experience:

- Experience of working in a small international NGO.

Hours:

To be agreed with the volunteer, in accordance with their availability. It is hoped that the volunteer may be available for at least one day per week.

This is a voluntary position but contributions to lunch (up to £6/day) and travel costs (up to £11.80/day) are made on presentation of receipts.

Location:

Handicap International UK's offices are situated in Southwark (SE1), London. The offices have an open-plan setting.

To apply:

Send your completed voluntary internship application form, along with your CV to:

By post: Adrienne Townsend
Handicap International UK, 9 Rushworth Street, London, SE1 0RB

By email: recruitment@hi-uk.org

Deadline: Sunday 20th August 2017

For further information on Handicap International, please visit

<http://www.handicap-international.org.uk/>

Handicap International UK particularly welcomes applications from disabled candidates.

