

JOB DESCRIPTION

Job Title:	Intern – Global Policy & Advocacy
Location:	Brussels, Belgium
Reporting to:	EU Policy & Advocacy Coordinator
Key relationships:	<p>Colleagues in the Global Policy & Advocacy Team, Arms Unit and wider Policy, Advocacy and Communications Division</p> <p>Key staff in Saferworld's regional programmes in Africa, Asia, Europe and the Middle East</p> <p>Key staff in the Fundraising and Operations Programmes</p> <p>Relevant Saferworld partner organisations, international institutions, government stakeholders</p>
Salary:	€22,265 gross per annum
<p>Description of Saferworld and the relevant programme/division:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with local people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe that everyone should be able to lead peaceful, fulfilling lives, free from insecurity and violent conflict.</p> <p>Internships at Saferworld are salaried opportunities that offer the opportunity for individuals to further their career goals, while helping Saferworld tackle drivers of international conflict. The Intern will support the work of Saferworld's Policy, Advocacy and Communications Division (PAC).</p> <p>PAC proposes and advocates for improved norms, policies and practices relating to conflict, security, aid, governance and arms control. It works closely with Saferworld's in-country programmes to ensure that our policy recommendations are grounded in evidence and experiences from conflict-affected contexts and are responsive to people's needs and perspectives.</p> <p>Strategies include targeted advocacy towards opinion-shapers and decision-makers, development of research programmes relating to key policy areas, communicating through publications and social media, and organising public events, seminars, roundtables, workshops and delivering advice to relevant government officials, policy specialists, practitioners, businesses and civil society organisations.</p>	
<p>Job Purpose</p> <p>Support the design and implementation of Saferworld's policy and advocacy work on conflict policy issues at international level.</p>	

Summary of key areas of responsibility:

The Intern will support our policy and advocacy work with the EU and member states (including the UK) on some or all of the following priorities:

- 1. Peacebuilding responses to crises and threats (counter-terror, stabilisation, migration);**
- 2. Global conflict policy processes (Gender peace and security, Sustainable Development Goals, New Deal, etc.)**
- 3. Arms control.**

Roles and Responsibilities

- Work with the EU Policy and Advocacy Coordinator and the wider Global Policy and Advocacy team to implement Saferworld's Strategic Plan 2017-2021, in particular supporting plans on peacebuilding responses, global conflict policy processes, and its advocacy towards the EU and its member states (including the UK)
- Support the EU Policy and Advocacy Coordinator in building relationships with EU institutions and member states, and assisting with networking visits from other staff and partners
- Support for events and policy dialogues activities, including event design, budgeting and financial management.
- Monitor relevant debates on peace and conflict issues at the EU level, in relevant member states (including the UK), and in multilateral institutions
- Contribute to and support the development and implementation of other PAC-led strategies and projects as appropriate
- Support monitoring and learning processes, and project design as appropriate
- Assist in writing and editing research, analysis and communications on priority themes, and contribute to drafting high quality briefings, policy documents, blogs and other communications aimed at policy-makers, donor governments, international institutions, parliamentarians and journalists.
- Engage and coordinate Saferworld inputs into civil society networks working on priority themes
- Work with priority country programmes to coordinate international advocacy on key conflict issues, and to support mutual learning and collaboration
- Conduct desk research in support of Saferworld's policy advisory work, and share relevant updates, news articles and studies with interested colleagues
- Support the drafting of funding applications and donor reports, and assist with the accurate and ongoing monitoring of project funds.

PERSON SPECIFICATION**Knowledge**

- A degree or (desirable) post-graduate degree in international relations, conflict/peace studies or a relevant political/social science discipline, or equivalent professional experience
- Demonstrable knowledge and understanding of contemporary conflicts, and/or conflict prevention/peacebuilding, including relevant international debates, policies, and actors
- Understanding of the discourse and debates on some of the following issues: counter terrorism and countering/preventing violent extremism, migration, governance and

statebuilding, arms control and UK and EU foreign and security policy.

Experience

- Relevant experience working on peace, conflict, relief or development in a programme or policy role would be an advantage

Skills

- Strong organisational skills, including ability to manage multiple tasks with attention to detail
- Good analytical skills and the ability to research and write accurately for a variety of audiences
- Excellent written and oral communication skills. Fluency in written and spoken English and French. Fluency in another European language would be an advantage.
- Good interpersonal and communication skills
- A positive problem-solving approach
- Ability to work well within a team
- Creativity, flexibility, self-motivation and the ability to prioritise workloads to meet deadlines

Other

- Willingness to travel overseas.

TERMS AND CONDITIONS

Probation: There will be a probationary period of three months.

Holidays: There are 28 days holiday a year (Jan-Dec) in addition to relevant public holidays.

Salary: €22,265 gross per annum

Hours: Standard working week is 37.5 hours a week.

APPLICATION PROCESS

To apply: Please complete an application form (www.saferworld.org.uk/jobs/jobs) and email to Marie Aziz at jobs@saferworld.org.uk please use subject heading: Ref: IGPA

Deadline for applications: 3 December 2017

This is a Brussels based role; please confirm in your covering letter that you are eligible to work in Belgium.

Interviews are scheduled for **8 December** 2017. We regret that only shortlisted candidates will be contacted.