



BRAC UK Helen Turner International Development Internship

Candidate Pack

June 2024

BRAC

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. BRAC works with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university.

“BRAC gives me the best of both worlds; the warmth of a small UK team, but the sense of purpose of working within a huge organisation that is trying to solve some of the world’s biggest challenges.”

Chris Lyne,
Advocacy & Communications Manager, BRAC UK

BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030.

BRAC UK, through our office in London, provides vital support for BRAC’s development work around the world through fundraising and communications, building impactful, long-term relationships with partners, whether they be foundations, companies, Governments or major donors. BRAC UK also plays a key role in engaging with and influencing policymakers and practitioners to tackle extreme poverty.

“Led from Bangladesh, BRAC is a refreshing reversal of the usual development dynamic. I’m happy to work in a vibrant working environment with lots of opportunity for learning through the wider BRAC family.”

Sidra Khalid
Communications Officer, BRAC UK

Job Description

Job Title:	BRAC UK Helen Turner International Development Internship
Reports to:	Partnerships Manager
Location:	Hybrid - Southwark, London
Salary:	£25,440 per annum pro rata
Term:	Fixed-Term Contract 3 months – full-time 35 hours/week start date beginning of June 2024

Key Relationships of particular importance for this role

- **BRAC UK:** Partnerships colleagues; Communications and Advocacy team; Finance team; Executive Director
- **BRAC Bangladesh and BRAC International:** Engagement with staff across the global BRAC organisation will be organised as required.

Main Purpose

The driving force behind this internship is BRAC UK's commitment to provide a meaningful and mutually beneficial short-term role in international development. The internship is in memory of our colleague, Helen Turner, who was an advocate for inclusive entry into the sector of international development. In this spirit we have committed fully to making this experience inclusive of all, regardless of gender, race, age, disability, sex, or relationship status.

The successful applicant will be treated like an employee and will be expected to approach the internship as a salaried member of the team. In this way we hope to give our interns a strong platform upon which to build their careers. For the first half of the internship a standard scope of work will be provided to successful applicants which will give them exposure to all working areas within the BRAC London office team; grants management, new business development, communications and finance, as well as engagement with the country teams in Bangladesh and across BRAC International. There will be a primary and ongoing focus on specific tasks with the partnerships team. Depending on the preferences of the successful applicant we will be able to tailor the scope of work for the second half of the internship to meet their interests.

In particular, the BRAC UK intern will provide critical assistance to the partnerships team, supporting the cultivation of long-term donor relationships, evaluating funding opportunities, and producing briefing and strategy documents.

To see a blog post written by our previous interns please see the links below:

- [Internships and inclusivity: increasing access for young people – BRAC UK - 2022](#)
- [Breaking barriers: How paid internships can transform inclusivity in the international development sector - 2023](#)

In close collaboration with the Partnerships team, Finance team, and Communications and Advocacy team, the intern will provide essential support in the following areas:

Responsibilities

1. Donor Stewardship

- Supporting donor communication and relationship stewarding with BRAC UK partnerships officers.
- The applicant will be able to gain insights into donor relationship management.

2. Business Development:

- Learning about fundraising and identifying relevant funding opportunities for BRAC's global programmes (this work will be guided and involve the use of online search tools and databases)
- Working with the new business team on qualification of potential fundraising opportunities and donors (this work is critical and requires a good understanding of BRAC's funding needs in order to identify opportunities that will be appropriate for BRAC).
- Supporting pipeline management and assisting team members with database management.

3. Finance & Admin

- Assisting with financial reporting for the organisation
- Providing admin support to some office processes

4. Communications and Advocacy

- Working with the Communications Officer on project communications plans and activities
- Supporting the Advocacy Advisor with external advocacy activities in Europe.
- Implementing internal communications activities, such as quarterly newsletters.

5. Other Duties

- Scheduling meetings, joining calls with partners, and capturing notes and action items
- Undertake such other tasks that the line manager and senior management team may request. BRAC UK is a small team and all staff are occasionally called upon to support the work of others

6. Safeguarding

- The Intern must uphold all organisational safeguarding policies in all their interactions

Person Specification

Qualifications	Desirable: <ul style="list-style-type: none"> • Undergraduate degree or equivalent
Experience	Essential: <ul style="list-style-type: none"> • Team working • Working to deadlines • A working understanding of Microsoft Office Desirable: <ul style="list-style-type: none"> • Experience in administration and general office work • Understanding of safeguarding issues • Familiarity with record management systems
Skills	Essential: <ul style="list-style-type: none"> • Written and verbal communications, proofreading, editing • Attention to detail
Qualities	Essential: <ul style="list-style-type: none"> • Demonstrated passion for international development and BRAC's mission • Ability to manage tasks in a fast-paced, team-oriented in-person and virtual environment • Flexible and adaptable with good interpersonal skills and a 'can-do' approach • Positive, resilient, and supportive • A sincere and demonstrated commitment to diversity, equity, and inclusion to promote and strengthen a culture of belonging at BRAC UK • Strives for excellence and commitment to learning and professional development Desirable: <ul style="list-style-type: none"> • Displays initiative and self-motivation to work independently

Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Wellbeing

BRAC UK is committed to the wellbeing of our employees. We offer a friendly, supportive environment to work in where respect and work-life balance are at the core of our values. We also have a wellbeing committee with regular planned activities which allow us to team-build, relieve stress and spend time getting to know colleagues outside the office.



Terms

This is a 3-month contract based on a 35-hour week (plus one hour for lunch, unpaid). The employee staff handbook details other terms and conditions of employment.

Holidays

Leave entitlement is 25 days per annum pro rata in addition to the statutory holidays.

Location

BRAC UK employees currently work in the London office for a minimum of 2 days per week, (including Tuesdays). Our office is a short walk from Waterloo Station.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and covering letter, which answers the below questions in no more than 2 pages answering the following questions to recruitment@bracuk.net (mark 'International Development Intern' in the subject line).

- What inspires you to work in international development?

- Why would you want to work for BRAC?
- How do your skills and experience make you a good candidate for this internship?

Please note that only shortlisted candidates will be contacted. If you have not heard from us within 4 weeks of submitting your application, then you have not been selected to proceed.

Closing date: May 31st 2024.

