

Programme Intern

RECRUITMENT PACK



WHAT WE DO



We promote lasting peace by facilitating discussions between people divided by conflict, enhancing trust and enabling them to identify mutually acceptable solutions to root causes of conflict.

We are committed to independence, impartiality and inclusivity and are known for our ability to empower otherwise excluded groups to engage in peace processes.



We train and equip local people to gain expertise as peacemakers. These people are now better skilled to act as peacemakers and help resolve and prevent conflict.

About Concordis International

Concordis works alongside those involved in or affected by armed conflict, helping them find solutions that address the root causes of conflict and contribute to lasting peace and economic development.

Vision, Mission and Values

Vision

Our vision is for every community affected by armed conflict to have the resources it needs to manage conflict peacefully.

Mission

- To build **trusting relationships** with people involved in or affected by armed conflict.
- To facilitate **challenging conversations** between people from opposing factions.
- To enable people to find **workable solutions** that address the root causes of conflict and contribute to lasting peace and economic development to **mutual benefit**.
- To include **women** as well as men, national governments as well as civil society, those in armed groups as well as those who chose not to take up arms.
- To **leave a legacy** of sustainable mechanisms that enable future conflict to be managed peacefully.

Values

We are committed to transformational justice and peacebuilding, underpinned by Concordis' values of:

- **Humility** – we recognise that we do not have all the answers, that there are different ways of dealing with and resolving conflict, and that our contribution should be part of a broad engagement by a number of people and organisations.
- **Impartiality** – we act in a consciously non-partisan manner.
- **Inclusivity** – we promote active participation in our dialogues from people representing as many strands of opinion or interest as are appropriate. We work creatively to give voice to people and groups who might otherwise be marginalised by reason of gender, age or ethnicity.

In carrying out its work, in dealings with its staff and in relation to governance and funding, Concordis:

- Acts with honesty, integrity and transparency and encourages accountability.
- Has proper regard for the welfare of all involved in its operations, both staff and beneficiaries.
- Consciously engages with women as well as men, values diversity and recognises the gendered dynamics of conflict.
- Is professional and respectful of others, acknowledging the importance of building relationships.
- Is reflective, responsive and nimble in its approach.

The Role:

UK-based peacebuilding charity seeks programme interns to become actively involved in programmes, providing meaningful assistance to the organisation as it carries out its mission.

Concordis International is a UK registered charity which runs peacebuilding programmes in Central African Republic, Cameroon, Chad, Sudan and South Sudan.

Our vision is for every community affected by armed conflict to have the resources they need to manage future conflicts peacefully. Concordis works alongside those involved in or affected by armed conflict, helping them find workable solutions that address the root causes of conflict and contribute to lasting peace and economic development. We're committed to finding solutions that benefit women as well as men, young and old, those in armed groups as well as those who chose not to take up arms, national governments as well as civil society.

Concordis welcomes applications from potential interns who have:

- An interest in peacebuilding at a conceptual level and a curiosity about how it works in practice
- A relevant masters degree in international relations, development studies, conflict analysis or similar (some of our interns work with us while completing their masters)
- Professional level French and English (Arabic would be a bonus)

Position: Programme Intern

Location: Working from home (interns are welcome to join team meetings when in London)

Duration: 6 months, minimum three days per week. Working hours can be flexible and we are able to accommodate different time zones.

Remuneration: Volunteer; there is no salary or stipend, but Concordis will reimburse reasonable expenses including a small daily lunch allowance of £5/day.

Training: Concordis will ensure interns receive a high level of relevant experience, including training from senior members of staff

Closing date: **16th February 2025**

Start date: **mid-end March 2025**

Reporting to: Programme Development Manager & Operations Manager

Overview: Programme interns work directly with the Concordis programme teams on all aspects of designing, implementing and evaluating peacebuilding programmes. The main areas of work in which interns are involved include research, conflict analysis, media reviews and report writing. Interns monitor international and regional institutions and grant making organisations for funding opportunities. Programme interns may also be asked to acquire new skills or to work with new technology and will be expected to take their turn in tasks such as monitoring the security of teams on the road.

Concordis seeks to build relationships of trust and respect, considering this to be at the heart of successful peace processes. The work of all members of the Concordis team is required to conform to and advance such an approach.

Applications: Please send a covering letter and **two page** CV to hr@concordis.international
Note that CVs that are longer than 2 pages will not be considered.

In your covering letter, please explain:

- Why you would like to work with Concordis International.
- How your skills and experience will be of assistance during the internship.
- Your proficiency in French, English and Arabic.
- How you hope to see your career develop in the future.
- When you would be available to start an internship
- How you would plan to combine working at Concordis with your other time commitments.

ROLE DESCRIPTION

Your internship role within Concordis will be shaped by what is happening on Concordis programmes during the six months you spend with the organisation and by your interests, experience and abilities. As a team, we rely on each member to contribute their skills to our work and we will look to make the most of what you have to offer, while at the same time giving you opportunities to develop new skills and to challenge yourself.

You may be asked to carry out research and analysis into countries in which we are active, guided by our research managers and following our research methodology. Your role may include assisting with the development of project proposals, monitoring international news outlets and researching potential new project areas. You may be asked to help with monitoring and evaluating our programmes, working with the programme managers and programme officers to understand and capture results from our programme activities.

You may also be required to give practical, logistical and administrative support to the programme team to which you are allocated, including helping to set up data collection systems, analysing the data collected, preparing and sharing reports, liaising with project partners, preparing for dialogue or training sessions, translating peacebuilding material and taking notes at internal and external meetings.

You will attend team meetings and programme update meetings where you will hear from the Director of Programmes and other members of the programme teams, giving you the chance to understand what is happening on the programmes and to ask questions about any aspect of peacebuilding.

You will be asked to research sources of funding and may be involved in drafting applications for funding, including generating ideas for new programmes that meet the needs of communities and donors.

You may be required to attend external meetings, seminars and conferences and to contribute to website and social media content. You will be given opportunities and time to attend virtual training on peacebuilding and related topics. You will be asked to be part of the Security Monitoring rota whereby we take turns to track the movements of the in-field staff. This does include occasional weekend working.

The internships are designed to give you concrete experience in research, programme management and funding within the international development sector.

The role will require you to work virtually with our UK team, with programme teams in one or more of the countries in which Concordis operates and with your fellow interns. If you live in or are visiting London, we will be delighted to welcome you to join some team meetings in person.