

Project Design and Grant Writing Intern

Salary: Unpaid. Travel expenses reimbursed.

Length: 4 - 5 months with possibility of employment at the end of the internship

Start date: January 2014

Reporting to: Director of Large Grants / Development Manager

Place of work: Combination of home based and office based (Central London)

Work hours: Full time equivalent, flexible hours.

The Welbodi Partnership is a UK registered charity that has worked since 2008 to save the lives of children and mothers in Sierra Leone, which has some of the worst child and maternal health statistics in the world. The Welbodi Partnership promotes locally led and managed solutions that bring us closer to a future where quality paediatric and maternal healthcare are available to all.

The Welbodi Partnership is at an exciting juncture in our work, with plans to expand into new healthcare facilities next year while continuing to develop our successful current projects.

Job Specification:

We are looking for an intern to lead on our large grants program, which provides essential income for our current projects and new initiatives. Based in the UK, the role would suit someone with professional writing or grant writing experience and an interest in international development or global health, or a recent graduate, masters or PhD student looking to work in this field. There will scope to move into a paid position at the end of this internship, although this is not guaranteed.

Our institutional fundraising has been successful in the past, and we are looking to continue this trend. Our projects fit well with the criteria used by the major UK funders, and this role will be looking to capitalise on this past success and drive this area forward, allowing us to reach more children and mothers in Sierra Leone than ever before.

The Welbodi Partnership prides itself on being a small group of committed individuals who communicate and collaborate regularly. Team members have, collectively, decades of experience and expertise in international development, global health, and management. This position will be working within a small but ambitious UK-based fundraising team and will have regular contact with the Board of Directors and the Project Managers in Sierra Leone.

Main Responsibilities:

The intern's primary responsibility will be the preparation of two large grant applications to major UK funders in early 2014. The intern will work closely with Welbodi Directors and Project Managers to develop detailed project plans, monitoring and evaluation indicators, and budgets, building off our existing programmes and grant proposals prepared in 2013. The intern will take the lead on drafting the proposals, with close and on-going input and support from Welbodi Directors and the UK-based fundraising team.

In addition and as time allows, the intern may also be involved in:

Researching Trusts and Foundations and compiling a list of applicable grants and grant cycles to produce a 12 month application planner

Assisting with grant reporting processes

Person Specification:

Essential:

Excellent writing skills and good verbal communicator; able to convey complex concepts clearly and coherently

Organised, meticulous and able to plan ahead and stick to set deadlines

An interest in international development demonstrated through previous employment or study

Fluent in English, both written and spoken

Able to work within a small organisation with limited budgets

Desirable

Interest in paediatrics and maternal health

Experience of project development and design

A background in trust and foundations fundraising, with knowledge and experience of the major UK institutional funders

Knowledge of current themes in international development including MDGs and post MDG thinking

Understanding of financial management and good working knowledge of project budgeting

Applications:

Applicants should submit a covering letter of no more than two pages, an up to date C.V., and a 2 page writing sample to Sebastian Wilson at Sebastian@welbodipartnership.org by 1st December 2013. Shortlisted candidates will be contacted and invited to interview. We regret that non-shortlisted candidates will not be contacted, and should you not receive a response by the 10th of December, you have not been successful on this occasion. Interviews will be held in Central London in the second week of December and the successful candidate will be notified soon after.