



**British Institute of
International and
Comparative Law**

Charles Clore House
17 Russell Square
London WC1B 5JP

T 020 7862 5151
F 020 7862 5152
E info@biicl.org

www.biicl.org

BIICL Fundraising Intern Role Specification

BIICL's Fundraising team is seeking to recruit a part or full time Development Intern to work with them on key aspects of raising funds for BIICL, the Bingham Centre for the Rule of Law and the Arthur Watts Senior Research Fellowship.

This role will be voluntary and based at the BIICL offices in Russell Square, London with the successful candidate reporting to the Development Administrator and Development Director.

Role:

The position's main tasks will include:

- researching available funds from trusts and foundations for the BIICL Fellowships, Bingham Centre and the Arthur Watts Fellowship appeals;
- providing administrative support using Microsoft Office 2013 package and the Institute's CRM database, ThankQ (basic training will be provided if necessary);
- assisting with fundraising communications;
- putting together briefing notes and proposals;
- supporting the organisation of fundraising events and other tasks as required.

Key skills:

The ideal candidate will:

- be in either their 2nd or 3rd year of their undergraduate degree;
- be able to give examples on application and in interview of sound research skills;
- possess current working knowledge and use at an intermediate level of online research databases;
- show great attention to detail;
- have the ability to work both independently and under supervision once objectives have been set;
- be enthusiastic and willing to learn;
- have a working knowledge and experience of using Microsoft Office including Word, Excel and PowerPoint.
- be able to commit to minimum of 8 hours per week for at least 3 months (please note that we are flexible with timings).

What we offer you:

Volunteering at BIICL will give you a great opportunity to learn about and connect with the strategy and practice of fundraising for legal research and projects within a friendly, busy and uniquely international atmosphere.

It will also enable to you to potentially broaden your network through engaging with the Institute's stakeholders, staff and prospective donors which includes legal academic professionals, the practising legal profession, government and non-government organisations, companies, high profile individuals and the media by assisting the Development team with research, mailings and events.

Please note that this internship is a voluntary role and at this time we are unable to fund lunch and travel expenses.

Overview of BIICL:

Through its research programme, events series, publications and Visiting Fellowship and Internship programmes, BIICL aims to promote the international rule of law in problem-solving globally and in individual countries, foster a comparative understanding of national legal systems, assist developing states through legal capacity building and training, and encourage and support the best scholarship and talent in the legal field.

How to apply:

If you are interested in applying for the internship, please email your CV and a brief personal statement outlining your suitability for the role to Anna Brandenburger, Development Officer at a.brandenburger@biicl.org.

Questions:

Please direct any questions you may have about the role to Anna Brandenburger, Development Officer at a.brandenburger@biicl.org.