

Terms of Reference for: Alliance2015 Internship
Joint Initiatives Assistant
Start date 01/03/2022 – one-year position under CIP contract

Founded in 2000 to foster and nurture collaborations for greater scale and impact towards the Millennium Development Goals, Alliance2015 is a strategic and operational network of European-based international NGOs, working towards the broader vision of Agenda 2030 and a world free from poverty, hunger, injustice and inequality.

Job title:	Alliance2015 Intern
Reports to:	Joint Initiatives Support Team (JIST)
Direct reports:	None
Job location:	Brussels
Contract type:	1-year non-renewable paid internship, starting 01/03/22; CIP contract; initially homeworking; return to office and possible travels to be seen in line with Covid19-related regulations.
Background:	<p>This position supports the smooth running of the Alliance2015 Hub, composed of the Alliance2015 Director, an Administrative Assistant and a Joint Initiatives Support Team: an Emergency and Operations Lead, a Fundraising and Partnership Lead, a Knowledge and Communications Lead, and a Joint Advocacy Lead.</p> <p>The role of the Alliance2015 Hub is to lead and support the strategy definition and implementation, by supporting functional and strategic collaboration between the members, representing and advocating as Alliance2015 in Brussels.</p> <p>Alliance2015's eight member organisations work together in different configurations:</p> <ul style="list-style-type: none"> - Executive Board: supervises legal and financial compliance; sets and signs off on strategy (Strategic Compass). Comprises member CEOs, and Director. - Implementation Groups: these project management bodies translate the Strategic Compass impact goals and ways of working into prompt and effective action across Alliance2015; they propose and implement workplans, propose MEAL indicators and collect data towards them, process learning, and ensure effective collaboration tools are designed and implemented. - Communities of Practice: they are knowledge and learning sharing spaces for functional and thematic expertise. - Task Forces: ad hoc groups designated to deliver on specific tasks.
Job purpose:	The overall objective of the Joint Initiative Assistant is to support the activities of Alliance2015 Hub, with an emphasis on joint initiatives (emergency preparedness and response; nexus and development programming; advocacy and fundraising). It gives a young professional with an interest in humanitarian and development programming, and institutional fundraising, an all-round taste of the issues and ways of working of a large NGO alliance as part of their professional development.

Main duties & Responsibilities	<p>Main duties include:</p> <ul style="list-style-type: none"> • Arrange, prepare, and support group calls and face to face meetings (logistics, agendas, background documents, draft minutes, supporting follow up actions, and help groups keep track of their workplan implementation). • Coordinate with Joint Initiatives Support Team to ensure all relevant external and internal information is kept updated, organised and accessible on Alliance2015 website, intranet and shared drive. • Support data collection and analysis feeding the network's knowledge management tools, in particular the joint projects database, annual country reports and any other relevant source. • Support the Joint Initiatives Support Team in the organisation of events/ seminars/ workshops/ roundtables/ Annual General Meetings, online or offline. • Administer online reviews, provide support for the analysis and report development, production of PPT with main findings. • Set up bilateral meetings with EU decision-makers on request. • Support research and analysis on topics relevant for the Alliance2015 strategic compass, as directed by the Joint Initiatives Support Team. • In coordination with the Administrative Assistant, support and facilitate member's access to the Alliance2015 intranet. • Any other reasonable/relevant tasks requested by Alliance2015 staff.
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Person specifications:	<p>Essential:</p> <ul style="list-style-type: none"> • True interest in this field of work; curiosity; energy; willingness to learn; commitment to remain for one year. • Educated to minimum Bachelor's degree level in social sciences, e.g. political sciences, international relations, development studies, economics or law; any subject with relevance to the work of Alliance2015 members. • Ability to assist a team of professionals and to efficiently prioritize tasks with little direction. • Ability to multi-task, cope with combining substantive with administrative tasks, and work under pressure. • Proficiency in using Microsoft Office tools such as Excel, PowerPoint, and Word. • Ability to learn how to use new tools and software to enhance collaborative work. • Fluent in oral and written English, with excellent oral and written communication skills. • Excellent interpersonal skills. • Previous experience in drafting minutes of membership/ stakeholder meetings. • Some knowledge and experience of EU Institutions & external relations policies, and EU funding instruments gained through studies/ internships. • Listening attitude with team-working skills and passionate about collaborating with colleagues working in many different locations. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience with knowledge management tools (e.g. databases). • Knowledge of Teams and Zoom, including breakout rooms and related functions. • Experience of working with partnership organisations. • Experience of working or volunteering overseas. • Working knowledge of other European language(s).
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How to apply:

Please, provide a CV and cover letter, in the following format: “Last Name-Your First Name-Document Name” to the following address: info@alliance2015.org, putting in the subject: Alliance2015 Joint Initiatives Assistant. Applications will be reviewed on a rolling basis. Closing date for applications is **1st February 2022**.