

## JOB DESCRIPTION – INTERN, AMEA TEAM

<b>Role</b>	Intern, AMEA team		
<b>Reports to</b>	Manager within the International Programmes team covering Africa, Asia, the Balkans and the Middle East	<b>Direct reports</b>	None
<b>Budgetary responsibility</b>	None	<b>Resource responsibility</b>	None
<b>Safeguarding</b>	None	<b>Key relationships</b>	Internal colleagues across ISD’s Analysis, Advisory & Action teams and selected programmatic stakeholders
<b>Contract</b>	6 month internship	<b>Location</b>	London/ Remote
<b>Salary</b>	London Living Wage (currently £10.85 per hour)	<b>Level</b>	Intern

### About ISD

ISD is a global think and do tank dedicated to powering solutions to hate, polarisation and extremism. Combining research and analysis with government advisory work and programme delivery around the world, ISD works to implement real-world, evidence-based responses to these challenges. We are a fast-paced and dynamic team that prioritises integrity, collaboration and courage in all we do.

As an independent, international, non-profit organisation with teams in London, Beirut, Berlin, Nairobi and Toronto, ISD enjoys strategic partnerships with some of the world’s leading universities and supports more than a dozen prominent governments and international institutions in safeguarding human rights and stemming the rise of extremism and hate.

### Role Purpose

ISD seeks to recruit four Interns to undertake 6 month placements within specific teams. For this role, we seek an intern to work with our team who deliver analysis, policy advisory and action projects in Africa, Asia, the Balkans, and the Middle East. The Intern will be integrated into a number of projects across this region and support the team in conducting background research, drafting reports, providing logistical support to the delivery of programmes and events, and engaging with internal and external stakeholders on ISD’s work in this region.

During the next 6 months, the Intern for this team will likely be involved in supporting projects:

- Examining the impact of disinformation & polarisation on communities in sub-Saharan Africa
- Building local government capacity to prevent radicalisation and recruitment in key regions including in-depth programmes in Bangladesh, Kenya, Jordan, Lebanon, North Macedonia
- Delivering training to young people in Kenya and Pakistan
- Researching the spread of ISIS content online and developing a ‘counter curriculum’ of educational materials to increase young people’s resilience against extremist content
- Improving the mechanisms and training for coordinated prevention approaches and local levels

## Key responsibilities

ISD's interns play an important role in the organisation and support teams in a number of ways. Working with multiple colleagues on a range of projects, you will be supported by your supervisor in contributing to and learning a lot from a range of ISD projects. No two days are the same, but the types of activities Interns typically undertake include:

### Background research and drafting materials

- Assist in drafting concept papers, background materials for research and project materials
- Where feasible, contribute to translating documents from local languages to English
- Researching relevant international, national and local counter-extremism strategies
- Summarising key third-party reports on related analysis, advisory and action areas
- Researching and supporting development of practitioner training materials

### Logistical support

- Assist ISD staff in organising events such as workshops, roundtables and meetings
- Draft concept notes, agendas and invitation letters for meetings, roundtables and events
- Assist in logistical support for programmes and events
- Maintain up-to-date information on relevant databases
- General administrative and project management support to the team

### Project and partner management

- Draft narrative project reports as required by donor
- Review and edit partner narrative reports
- Support international staff with provision of background research support as required
- Support teams in monitoring and evaluating impact of projects

**ISD is committed to the learning and development of all members of the team, and interns will benefit from training, one-to-one supervision, performance management and HR support.**

## PERSON SPECIFICATION

### Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

### Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Growth mindset</li> </ul>
Courage	<ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Passion for driving change</li> </ul>

### Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
<b>Knowledge, training and qualifications</b>	<ul style="list-style-type: none"> <li>• Degree-level qualification or relevant experience</li> <li>• An understanding of and commitment to ISD's core mission</li> <li>• Subject knowledge of countering violent extremism, social cohesion and/or disinformation</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree Qualification or substantial relevant experience on extremism, hate groups or related topics</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working within an office environment</li> <li>• Experience organising meetings, events and trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working for a research, project management or civic action organisation</li> <li>• Experience with data analysis and report writing</li> <li>• Experience with project management support and coordination of project deliverables</li> <li>• Experience working in an international environment with teams with diverse backgrounds</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Exceptional written and spoken English</li> <li>• Clear, fluent and concise oral and written communication skills</li> <li>• Outstanding attention to detail</li> <li>• Highly organised with the ability to be flexible, multi-task and respond proactively</li> <li>• Ability to work well both independently and in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of qualitative and quantitative research methods</li> <li>• Professional standard of written and spoken additional languages, in particular Albanian, Arabic, Bengali, Swahili, Slovak, or Urdu languages</li> </ul>