

Terms of Reference: ALNAP Intern supporting the urban response work stream

Timeframe: 3 months total, starting (approximately) mid-October 2018, approximately 3 days per week. Exact timeframe, days & hours flexible.

Supervisor: Senior Research Officer, Leah Campbell. The intern will also work with other ALNAP staff where appropriate and participate in ALNAP team meetings.

ALNAP is looking for an intern to support our on-going research and network engagement work on urban humanitarian response. You can learn more about ALNAP's urban work at <http://www.alnap.org/what-we-do/urban>.

ALNAP internships are a chance to build on existing skills and experience. While a suggested list of tasks can be found below, ALNAP hopes interns will express their own interests, and will be as flexible as possible. It would be useful for the intern to have some prior knowledge of/exposure to humanitarian work, particularly urban crises. This is a suggested terms of reference and will be amended based on discussion between the intern and their supervisor once an intern has been selected.

A suggested breakdown of tasks is as follows:

Lebanon Case Study

The intern will support the development of a case study based on a project in Tripoli, Lebanon. This will include identifying, reviewing and coding literature & transcripts using MaxQDA qualitative analysis software. It will also include creating a timeline relevant to the project being studied and identifying relevant statistical information for use in the case study.

Learning Exchange on Holistic/Multisectoral Humanitarian Response

The intern will work alongside the SRO to plan and execute a one-day learning exchange event in London bringing together urban humanitarian response colleagues to discuss multisectoral/holistic programming in urban areas. This will include a range of tasks to do with both the logistics and content of the event including identifying participants and monitoring registration, defining the agenda and speakers, supporting the event on the day and collecting feedback on the event.

History/Trends of Urban Humanitarian Response

The intern will contribute to the early phases of development of a 'long read' interactive webpage exploring the history and trends in urban humanitarian response. This will include gathering and organising relevant information and statistics and may include preparation for/carrying out interviews alongside the SRO.

Ad hoc support to other ALNAP initiatives

ALNAP's work is constantly evolving and new tasks are likely to be identified throughout the internship. These may include tasks to support upcoming events and presentations, follow-up for the launch of new publications, as well as helping in the development of new and ongoing initiatives.

Specifics:

- At present, we are looking for an intern to start in/around the middle of October. Start/end dates are flexible, however the internship will be 3 months in length (max).

- The intern would be expected to work from our London office approximately 2 days/week (specific days/times negotiable), and to work from home 1 (or more) day per week. A computer will be provided when working in the office, however the intern will need their own computer when working from home.

- The internship is unpaid, however the ALNAP Secretariat will provide a *daily lunch allowance of up to £7.50 per work day* (reimbursed with receipts). ALNAP will aim to provide the intern with non-financial incentives such as attending events as an additional thank you.

- *ALNAP will also reimburse reasonable travel expenses to and from the office.* Past interns have commuted from Nottingham, Oxford, Ipswich and Exeter – *there is no need to live in London* for the internship period. However, *candidates must be based in the UK for the internship's duration & show proof of their legal entitlement to work/volunteer in the UK.* Please note ALNAP is unable to provide financial support for relocation, and is also unable to support visa applications for interns (*you must have/obtain the right to work/volunteer in the UK on your own, from the start of the internship period*).

Essential Qualifications:

- Interest and experience in humanitarian work/research
- Interest in urban humanitarian response
- Fluent in English with excellent written communication skills
- Attention to detail, organizational skills and flexibility
- Self-motivated, able to work independently on tasks and enthusiastic about learning
- Creativity and initiative
- Ability to synthesise key information in easy to understand formats

Desired Qualifications:

- Currently enrolled in or recently graduated from undergraduate or master's program
- Written language skills (particularly French, Spanish and Arabic)
- Experience or interest in literature review and summarising
- Experience or interest in event planning
- Publication/design skills are a bonus

Deadline for applications: **9am, Friday 14th September 2018.** Applicants should note that interviews will be held the following week (17th-18th September).

To Apply:

In addition to your CV, please send a 2-page written statement which outlines your suitability for the role, specifically addressing the essential/desired qualifications listed above and the topics/activities that the internship will include and answers the following questions:

- o Why are you applying for an urban internship with ALNAP?
- o What **specific** skills are you looking to develop as an intern at ALNAP?
- o What are your career goals and **how** would an internship help you move towards them? (This question is of particular importance for those without humanitarian/urban experience)
- o What **topic** would you suggest for an upcoming urban webinar? Indicate why this topic interests you and why it would be appropriate for ALNAP's [urban webinar series](#).
- o Confirms in writing your legal right to work/volunteer in the UK, your preferred start date for the internship, and your availability for an interview between the 17th- 18th September. If the address on your CV is not in the UK, please explain your plans to be legally resident in the UK for the duration of the internship.

Your application should be sent to **l.campbell@alnap.org** by the above deadline.