

## **Plan International Ireland: Intern - Irish Aid Team** **(<https://www.activelink.ie/node/110309>)**



### **Intern - Irish Aid Team (Temporary) Dublin, Ireland**

**Title:** Irish Aid Team Intern

**Reporting to:** Emergencies Officer, Irish Aid Team

**Duration:** Six months

### **About Plan International Ireland**

Plan International is a rights-based development and humanitarian organisation working for better lives for all children. We are independent of government and have no political or religious affiliation. Our purpose is to strive for a just world that advances children's rights and equality for girls. We have been building powerful partnerships for children for more than 80 years and are now active in more than 70 countries.

Our global strategy has a specific focus on girls, as they are often the most marginalised and most often left behind. We have committed ourselves to the ambitious target of reaching 200 million girls over the next five years<sup>1</sup>, to ensure they can learn, lead, decide and thrive. This is our contribution to reaching the sustainable development goals, and in particular the goals on gender equality.

Established in 2003, Plan International Ireland is a young and dynamic organisation that influences and supports Plan International's work worldwide.

### **Key roles and responsibilities**

Plan International Ireland is looking for a dynamic individual who is interested in child rights, gender equality, international development and humanitarian work.

You will support the Irish Aid Team, helping to identify new grant opportunities, support proposal development, monitor project implementation, support country offices in the development of accurate reporting, ensure precise tracking of our grant portfolio, as well as undertaking office administration support.

You will have excellent written skills in order to support the development of high-quality project proposals and reports, as well as good numerical skills to support the review of financial reports and project data.

The internship in Plan offers the opportunity for successful candidates to build on relevant academic qualifications in a practical, meaningful way, that will support career progression. Interns are expected to be available to undertake a 3 to 6 month international secondment in a Plan Country Office following the successful completion of the internship, if such an opportunity arises.

### **Support will be provided on the following areas:**

- Assist the Irish Aid Unit in developing new project proposals and drafting subsequent grant reports (incl. concept notes, budgets, narratives, financial reports, context research, etc.) on a regular basis.
- Support and assist with the day-to-day grant management and oversight of the Irish Aid ICSP SQRIBE programme of work.
- Support/assist with financial and activity monitoring for humanitarian projects under the ICSP Acute Crisis Stream and other streams as appropriate.
- Support Irish Aid Unit team members with day-to-day administrative tasks such as filing, logistics, procurement, proofreading, editing, flight and hotel bookings, visa applications etc.
- Occasional support to the Global Citizenship Education (GCE) staff as needs arise (i.e., YAP events, workshops etc.)

# Person specification

## Skills and abilities

- You will have strong report writing, communication, and administration skills.
- You will have a commitment to gender transformative programming.
- Fluency in English is essential and ability to work in French is an advantage.

## Competencies

- Strong communications and networking skills: the role requires co-ordination with a wide range of stakeholders, both internal and external. You will need to have strong written and verbal communication skills.
- Excellent time management and organisational skills: the role requires an ability to plan well and deliver on objectives in a timely way.
- Strong analytical and financial skills: you will have the ability to work proficiently in Word and Excel.

## Qualifications:

You will be educated to Degree level, in an international development related field or similar.

### Location:

The Plan International Ireland office is located on Harrington Street, Dublin 8.

This internship role will be primarily based in the Plan International Ireland office, with some remote working available on an ad hoc basis.

## To apply

Please submit your CV along with a cover letter outlining why you feel you're the right person for the role by **5pm on Friday 30 August 2024**.

Note this is an unpaid role, with the provision of daily stipend to cover expenses.

Safeguarding & PSHEA

Plan International is committed to safeguarding and the prevention of sexual harassment exploitation and abuse (PSHEA) of people within our programmes and has specific policies on this commitment (including a Code of Conduct) which outlines the expected behaviour and the responsibility of all staff, consultants, and other organisational representatives.

Any candidate offered an internship with us will be expected to sign our Safeguarding Policies and Code of Conduct and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Garda vetting or a police certificate.

## Salary

Internship

**[Apply Now \(https://www.plan.ie/careers/\)](https://www.plan.ie/careers/)**

### Region

Dublin 8

### Date Entered/Updated

19th Aug, 2024

### Expiry Date

2nd Sep, 2024

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