

**Job Title**            **Administrative Intern – MA Development and Impact Division**  
**Grade**                **Intern**  
**Reports to**         **Head of Portfolio Management**  
**Location**            **London (Hybrid)**

**Role Purpose:**

The purpose of the internship is to support the Member Association (MA) Development and Impact division with the administration of meetings, events, travel, and specific projects, as well as to contribute to specific thematic and strategic pieces of work.

**Context of Role:**

The internship is designed to provide foundational experience related to the operations of IPPF, and specifically the MA Development and Impact Division. The position will undertake administrative tasks across the division, supporting the delivery of critical deliverables. While the role will primarily be administrative, there will also be opportunities to engage in and support specific thematic and strategic deliverables.

**Deliverables:**

- To plan, schedule and make logistical arrangements for meetings, events and webinars.
- To make travel arrangements in line with policies and specific donor requirements (flight bookings, hotels, visas, transport arrangements etc).
- To actively participate in notetaking during meetings and discussions.
- To process payments, monitor budget expenditure, prepare budgets for events/ meetings, and liaise with the Finance & Technology division when necessary.
- To undertake contractual and procurement processes for engaging consultants.
- To collate and maintain effective documentation and records on IPPF’s SharePoint system, including tracking documents and correspondence and ensuring robust documentation is maintained.
- To contribute to specific thematic and strategic pieces of work, such as data analysis, document writing and review, or participation in related meetings.
- To undertake any other reasonable duties as may be requested from time to time.

**Reporting/Management Responsibility:**

- None

**Expertise:**

- Excellent IT proficiency – Advanced Microsoft Word, Outlook (or equivalent) Excel, and PowerPoint.
- Strong numerical and budgeting proficiency
- Knowledge of SRHR

**Skills:**

- Excellent organisational skills – to support document management, workload prioritisation, scheduling and information management.
- Excellent attention to detail.

- Good communication and interpersonal skills - tactful, diplomatic, and flexible.
- Must be an effective team player working across teams and divisions.
- Excellent time management.
- Ability to communicate in plain written English.
- Ability to take initiative and work independently.
- Good problem-solving skills.

#### **Your Ethos:**

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.
- IPPF welcomes applications from candidates with empathy for or lived experience of existing within a marginalised group.
- Leads with kindness and endless curiosity.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.