

Internship - International Development

The Role

We are recruiting world class talent – come and join us!

Do you have an interest in international development and working for a consultancy? Do you want the opportunity to work and learn from a committed and talented team who work hard and deliver outstanding results?

Then we are looking for you! Come and grow and learn with us through an internship placement!

We are looking for motivated individuals to join our friendly team at IMC Worldwide as interns. You will help and assist on business development proposals and projects across our business units.

This is a great opportunity to learn about how a world class international development consultancy operates. You will also learn about international development and the difference that it makes around the world. Come and develop your knowledge and skills in a supportive and friendly environment.

The ideal candidate will be driven, proactive, and dynamic in their approach to work, and share our passion for development and improving the lives of others, with the following experience:

- Working towards a degree or post graduate degree, or just completed a degree in an area related to the work that we carry out.
- Knowledge, understanding and interest in international development.
- A creative and innovative attitude with an ability to work in a flexible environment.
- Strong networking and communication skills both written and verbal, and enjoys collaborative working.

Main responsibilities/job content

- Work and collaborate with IMC's business units
- Assist with Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines
- Carry out day to day administration for the business units
- Attend team meetings and project meetings when and where appropriate
- Attend lunchtime presentations/training to increase knowledge and understanding of international development

IMC Environment

IMC Worldwide is currently working in more than 25 countries across Africa; South, South East and Central Asia; Eastern Europe; the Middle East; and the Caribbean. We deliver specialist consulting services to central governments, donor organisations and private sector corporations in developing and transitional countries, in particular in relation to development, management and infrastructure. We work across a diverse range of sectors and disciplines bringing over 60 years' experience of working with government agencies, local authorities and with communities themselves to help address some of the most difficult development problems and barriers to poverty reduction. We work with all of the major international development agencies throughout the world including DFID, EU, EIB, EBRD, World Bank and ADB and are looking to expand our client base in the private sector and with Foundations.

You can find out more about us and the work that we do by visiting our website at www.imcworldwide.com

As well as helping us grow the business, we will help you grow in experience, skills and knowledge.

The working environment at IMC is professional but very welcoming, friendly, collaborative and supportive.

Salary – The London living wage

Hours – 37.5 hours per week.

Monday to Friday 9.00am to 5.30pm, with 1 hour for lunch

Annual leave – 25 days annual leave (pro-rated) plus public holidays. The holiday year is 1st January – 31st December.

Benefits – There is free parking available on site depending on availability. IMC also provide free refreshments and fruit.

Other - The successful candidate will enjoy all the benefits of working in a vibrant environment that includes a sports and social committee, with regular social and sporting events. We also regularly enjoy food “treats” from all over the world that our colleagues bring back from their travels. There is a dress down day every Friday.

Location – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast.

The closing date for applications is 27 June 2017

**PERSON SPECIFICATION:
IMC Internship**

| | Essential | Desirable |
|------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications, understanding & training: | | |
| A degree (concluded or in progress) in an area related to one of our business streams, with an excellent academic record | X | |
| Experience: | | |
| Previous experience or interest in International Development | X | |
| Abilities & skills | | |
| Good organisational skills and time management, with the capability to prioritise tasks and adapt when necessary to meet deadlines | X | |
| Good IT skills | X | |
| Excellent written and oral communications skills, with a professional telephone manner | X | |
| Good attention to detail, analyse and evaluate data, and ability to carry out administrative tasks | X | |
| Ability to liaise well with others at all levels | X | |
| Ability to work collaboratively on projects, as part of a team, and autonomously on own initiative | X | |
| Motivated and can demonstrate a conscientious, 'can-do' attitude | X | |
| Flexible and adaptable with an ability to adapt appropriately within various situations | X | |
| A creative and innovative attitude | X | |
| Co-operative, supportive and enthusiastic team player | X | |
| Personal: | | |
| Confident and self-motivated with a pro-active attitude | X | |
| Flexible attitude to meet the needs of the role | X | |
| Interest in international development | X | |
| Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy | X | |
| Enthusiastic and professional and commitment to learning new skills | X | |