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Position Title: Intern
Location: London, UK
Reporting to: Programme Manager: Islam, Diversity and Social Cohesion
Start Date: *Immediate*
Job Ref No: PPN003

Job Summary

The intern will provide administrative and general support to the Programme Manager and Projects Coordinators working on the Institute's Islam, Diversity and Social Cohesion Programme, in particular on the European Policy Planner's Network on countering radicalisation and polarisation (PPN), a second project exploring the impact of counter terrorism policies on communities and a third which looks at the role of former extremists in counter and de-radicalisation work. The role will encompass a range of duties, including financial and administrative activities, logistics, a small amount of project research, website maintenance and meeting organisation. The intern is also likely to be asked to provide support on additional projects currently in development within the field of counter radicalisation and extremism, integration and tolerance.

The internship is an opportunity to gain an insight into the working environment of a dynamic, fast paced international relations organisation.

The role is for 6 months on a fulltime basis. Travel expenses and lunch will be reimbursed based on receipts.

Key Responsibilities

- Assist the Programme Manager and Projects Coordinators in the administration of the PPN and other projects, including communications with members, financial tracking, meeting organisation, content gathering and uploading, and reporting;
- Provide co-ordination and logistical support for PPN meetings and other grant funded activities;
- Maintain and update an online databank of policy documents, case studies and contact lists for stakeholders;
- Maintain a contacts database for dissemination and communications activity
- Compile background documents and undertake small scale research assignments;
- Fulfil other tasks assigned by the ISD team.

Requirements

The ideal candidate will possess:

- A relevant undergraduate degree and specific interest in the issues of radicalisation, extremism and terrorism
- Experience of working with websites
- Office administration experience, including financial tracking
- Good organisational and communication skills
- An interest in international and European affairs
- Excellent computer skills

They will be:

- Accurate and have an attention to detail
- Able to multi-task
- Able to work independently as part of a larger team
- Able to speak a relevant second European language (desirable)

Institute for Strategic Dialogue

Based in London, the Institute for Strategic Dialogue (ISD) is an independent policy organisation and think tank working with leaders in government, business, media and academia to develop multi-country responses to the major security and socio-economic challenges of our times and to enhance Europe's capacity to act effectively and strategically with other key players in the global arena.

Through a range of long-term policy, educational and cultural programmes, including specialised task forces, closed policy meetings with government heads, cross-border networks and scholarships, the Institute fosters leadership and stability across Europe and its wider neighbourhood, bridging communal, religious and political divides.

Application Procedures

Applicants for this internship are requested to send a full Curriculum Vitae with a covering letter, to info@strategicdialogue.org by **Friday 17th February**, quoting the job reference number. Please note that only short-listed candidates will be contacted.

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