

PROJECT DEVELOPMENT INTERN

Job Title: Project Development Intern

Reporting to: Head of Operations & Head of Development

Responsible to: Managing Director

Location: Frontier Office, London, UK

PRIMARY FUNCTION

To assist with all aspects of new and existing project development and the review and maintenance of Frontier Group projects.

GENERAL OUTLINE OF THE ROLE

To assist the Head of Operations and Head of Development with the following:

- Help develop new and exciting conservation and research projects globally;
- Help to initiate and establish partnerships in new and existing countries;
- Conduct competitor price analysis and help to identify sector wide trends;
- Continually review and maintain effective marketing literature and project specific information through project feedback from the field and volunteers;

MAIN DUTIES & RESPONSIBILITIES

To assist the Head of Operations and Head of Development with the following:

- Researching potential new project locations, partnerships and opportunities for Frontier globally;
- Making initial contact with in country partners and organisations to establish feasibility of new projects;
- Writing and editing new project web copy and uploading onto the Frontier website;
- Monitoring and evaluating current projects, and helping to identify ways to improve and develop Frontier's current portfolio of projects;
- To ensure that information listed on the Frontier website is up to date and correctly formatted;
- To ensure changes to Frontier projects are updated on the website in a timely manner;
- Conducting competitor analysis and price review analysis across the travel, conservation and international volunteering sector;
- Helping to identify sector wide trends, changes and progress to help Frontier's projects develop;
- Checking the FCO for up-to-date in-country information, and communicating the information efficiently;
- To maintain health and safety standards;
- To assist with volunteer recruitment by attending careers fairs and giving presentations as required by the Events and Outreach Co-ordinator.
- Any other task which the Managing Director requests.

TERMS & CONDITIONS

- Contract Duration:** 6 months, minimum of 4 days a week, 10:00 – 17:30 with possibility of extension.
- Travel:** Travel allowance available.
- Subsistence:** Non – salaried position. Subsidised 10-week overseas placement on a Frontier research programme (excluding return flights, visas, insurance, and dive- training) on successful completion.
- Training:** Provided on the job.
- Probation period:** 1 month

JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications Education/Knowledge:	<ul style="list-style-type: none"> - Educated to degree level in a relevant subject - Knowledge of conservation, travel and development issues 	<ul style="list-style-type: none"> - First aid qualification
Experience:	<ul style="list-style-type: none"> - Experience of office management and administration - Experience of international travel and / or volunteering 	<ul style="list-style-type: none"> - Experience of working with NGOs - Experience of working with volunteers or training - Experience of budget and financial management - Working in developing countries
Skills:	<ul style="list-style-type: none"> - Report writing skills - Excellent written/oral communication and presentation skills - Negotiation and liaison skills - Administrative and time management skills - Good IT skills, particularly a good working knowledge of spreadsheets and word processing - Good numerical skills - Administrative and time management skills - Ability to work with limited supervision, and to be a proactive team member 	<ul style="list-style-type: none"> - Full driving licence - Database experience
Personal Attributes:	<ul style="list-style-type: none"> - Commitment to conservation - Flexible approach - High attention to detail - Ability to motivate others and work 	

	as part of a team - Sense of humour	
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