



Internship: ECCP Network Building/Fundraising Programme

Starting date:	March 2010
Deadline for applications:	17 February 2010
Duration:	minimum of 3 months, preferably longer (4 days a week)
Place:	ECCP Office in The Hague, The Netherlands

Please note that the position is unpaid. Travel costs to and from the office will be reimbursed.

The European Centre for Conflict Prevention

The European Centre for Conflict Prevention (ECCP) is a non-governmental organisation that promotes effective conflict prevention and peacebuilding strategies, and actively supports and connects people working for peace worldwide. It is the Global Secretariat of the Global Partnership for the Prevention of Armed Conflict (GPPAC), a network of civil society conflict prevention and peacebuilding organisations from around the world, who have been working together since 2003 to build a new international consensus on the way in which we approach violent conflict. GPPAC calls for a fundamental change of approach towards conflict: a shift from *reaction to prevention*.

Network Building Programme

The Network Building programme is cross-cutting to all of GPPAC's activities. It aims to consolidate the organisational sustainability of the GPPAC network and to strengthen its effectiveness, representativeness and accountability. GPPAC comprises 15 diverse regional networks, each with its own dynamics and specific conflict issues. To optimise the network's functioning from the local to regional levels, consistent yet flexible systems are needed.

To achieve this, the Network Building Programme is establishing strategic and operational mechanisms that help strengthen the network at the regional and global levels, and that link these levels in order to enhance the effectiveness of members' actions for conflict prevention and peacebuilding. In particular, the programme is supporting the functioning of the overall GPPAC governance and leadership system and the establishment of Regional Secretariats and Regional Liaison Officers in each of the regions, as well as contributing to the formulation of the network's strategic directions. It also strives to enable the formation of alliances with other NGOs and networks.

Fundraising

In support of ECCP's and GPPAC's financial sustainability, the Funding Coordinator works with the team and with network members in the area of donor relations and fundraising. Key responsibilities include identifying and following up on funding opportunities, coordinating and writing funding applications; and ensuring donor requirements are met through monitoring reports and evaluations. The role also entails informing, advising and supporting GPPAC members in fundraising matters, and producing a GPPAC Fundraising Strategy. 2010 is a particularly important year, as ECCP is preparing for a large 5-year alliance bid to the Dutch Ministry of Foreign Affairs, whilst also developing its Strategic Plan for 2011-15. The intern will support the Funding



Coordinator to be able to balance the mentioned ongoing tasks with a more strategic view of how GPPAC will sustain itself in the coming years. The role is an opportunity to become familiar with all areas of GPPAC's work as well as with its external policy environment, and will give hands-on experience in the area of fundraising.

Tasks will include amongst others:

Network Building

- Helping conduct an audit of the network (membership, structures, conflict issues tackled...);
- Contributing to the support and facilitation of the network's governance mechanisms (Executive Committee and International Steering Group);
- Contributing to the development of a handbook for Regional Liaison Officers;
- Assisting in other aspects of the programme (communication, planning, management, monitoring and evaluation).

Fundraising

- Researching the funding environment (including donor government policies, foundations, corporate social responsibility) and producing a final report/database in support of GPPAC's new Strategic Plan and fundraising strategy;
- Supporting fundraising tasks (proposal development, reporting).

General

- Assisting in the daily functions of the organisation.

Requirements:

- Relevant educational background (university level), preferably in peace and conflict studies or related field;
- Familiarity and understanding of the civil society sector;
- Strong organisational skills, ability to multitask and work to deadlines;
- Demonstrated research and analytical skills;
- Proactive, able to work independently, problem-solve and show initiative;
- Systematic, keen eye for detail;
- Strong communication skills;
- Excellent command of written and spoken English, knowledge of other languages a strong advantage;
- High level of computer literacy (Microsoft Office pack and possibly other software or databases);
- Work experience in the field an advantage but not a requirement.

This internship provides a unique opportunity to gain an insight into the inner workings of an NGO working internationally, to get hands-on experience and responsibilities in key programmatic areas and to challenge him- or herself in a small, dynamic team.

To apply, please send a CV, cover letter and writing sample to Heloise Heyer at h.heyer@conflict-prevention.net. The deadline for receipt of applications is 18 February 2010.