Position Description

Legal Intern

About CIFF

We are an independent philanthropic organisation, headquartered in London with offices in Addis Ababa, Beijing, Nairobi and New Delhi. We work with a range of partners seeking to transform the lives of children and adolescents in developing countries. Partnerships are critical, because it will take the combined efforts of many to tackle urgently the challenges faced by children and their families every day. Our programmes are designed to support bold ideas to seemingly intractable problems.

We know that the returns on smart investments in areas such as children’s early development and adolescent girls are especially high. So we aim to play a catalytic role as a funder and influencer to deliver urgent and lasting change at scale. We also have a growing impact investing portfolio.

Areas of work include maternal and child health, adolescent sexual health, nutrition, education, and deworming, tackling child slavery and exploitation, and supporting smart ways to slow down and stop climate change.

We place significant emphasis on quality data and evidence. For many of our grants, we work with partners to measure and evaluate progress to achieve large scale and sustainable impact. Transparency is also an important part of our grant-making. We publish information about our grants along with data, evidence and evaluations in a variety of ways, including on our comprehensive grant portfolio tool.

For more information please visit www.ciff.org
Job Description

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CIFF is the largest philanthropy focused on improving the lives of children in the world. CIFF has grant active commitments of $1.3 billion across its current portfolio.

The CIFF Legal team supports the organisation in its grants making activities and partnerships, as well as providing advice on a range of compliance and regulatory matters (e.g. charity law and data protection). The team also advises on programme specific issues, ranging from its impact investment activities to intellectual property advice, as well as being responsible for the administration of the organisation, including risk reviews and insurances.

This is an exciting opportunity for a legal intern to join CIFF and gain valuable insight into the legal issues affecting a large, international philanthropic foundation. You will report to the Legal Counsel and Senior Legal Counsel but will work with other members of the team as well, including the General Counsel. You will also be working closely with members of CIFF from across our sectors and international offices.

You will learn essential skills from the Legal team, such as contract drafting, negotiation and stakeholder management. Most importantly, you will be able to work on projects that support the development and protection of children as well as addressing climate change.

The internship has been designed to provide an opportunity for candidates to gain in-house experience in the not-for-profit sector. The role has been designed to be dynamic and encourage learning and it provides the candidate an opportunity to enhance their CV and gain experience which they can draw upon throughout their future legal career.

This internship is for **6 months only** and the salary for the role is £25,000 per annum (pro rata). You will also receive a Learning and Development allowance to spend on training courses of your choosing to support your future legal or not-for-profit aspirations.

Key Tasks

1. Assisting with contract drafting and negotiations with CIFF’s grantee organisations in children’s development and climate change.
2. Preparing confidentiality agreements, amendment agreements, consultancy agreements and other ancillary documents in the context of grants and other services.
3. Assisting with legal due diligence on CIFF’s proposed grantees.
4. Assisting in the management process of proposed grants and other projects (e.g. pipeline reviews).
5. Managing signing of documents and liaising with the project managers where necessary to finalise agreements.
6. Carrying out legal research on a variety of matters relating to programme issues, legal and regulatory issues (including charity law), programme governance issues, conflicts of interest, commercial contracts and consultancy contracts.

7. Providing input to improve legal processes (e.g. contract management process).

**Person Specification**

**Qualifications & Experience**

1. A qualification in law, although we will consider candidates with other related backgrounds dependent on experience.

2. Strong research skills.

3. Fluency in English.

4. Strong drafting skills in English.

5. Strong organisational skills and ability to work independently with minimal supervision.


7. The following are desirable:
   
   a. Some previous experience of drafting basic contracts.

   b. Experience in a charity or not-for-profit organisation.

   c. A demonstratable interest in improving children’s lives and climate change.

**The Culture Contribution**

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!
Honest: We value our own integrity and never shy away from the truth. We learn from our mistakes, we stay accountable and we use feedback as a tool for success.

Supportive: We use our experience to bring out the best in each other. When the pressure’s on we join forces. When one of us succeeds, we celebrate together.

Entrepreneurial: We’re always searching for new opportunities to do more and push boundaries. We constantly ask ourselves ‘What if?’

Passionate: We’ve each come to CIFF to change the world for children. So we’re bold and daring in our approach. We know that with the right people and the right resources, there’s nothing we can’t achieve together.

Problem solving: Solving issues is part of our everyday. We use every problem as a learning experience: to investigate, to ask for help, to think outside the box.

Collaborative: In CIFF’s people and partners you’ll find subject experts from around the world. We understand the power of bringing this experience and expertise together to change children’s lives.