



Job Description:

CEDR Foundation Internship 20/21

Company:	Centre for Effective Dispute Resolution
Department:	Foundation
Job Title:	Foundation Internship – 4 -5-month Full time
Reporting to:	Head of CEDR Foundation
Important Relationships:	
Internal:	Marketing, Foundation project teams
External:	Students and academics; CEDR trainers.

About the role

The Centre for Effective Dispute Resolution (CEDR), is looking for a full-time intern for its charitable and research arm, the CEDR Foundation for a period of 4-5 months from early December 2020 to end of March/April 2021 in Central London. During this time the Intern will work on:

- Co-Ordinating the National Student Negotiation Competition for England, Scotland and Wales, a major Foundation outreach project
- Assisting with co-ordinating the New Dialogues outreach virtual event for young people interested in alternative dispute resolution
- Assisting with the management of the CEDR Foundation project on improving Diversity in Mediation.
- Assisting with the Foundation's programme of master classes and membership engagement

The intern will be fully a part of the CEDR Foundation team and wider CEDR and we would hope that they would participate in other activities as well.

The intern will be working in the CEDR Foundation reporting directly to the Head of CEDR Foundation. The intern's main work will be on co-ordinating the National Student Negotiation Competition for England, Scotland and Wales. This is a 5-heat event taking place over 2 months where 70 teams from across England, Scotland and Wales compete to find the best student negotiators. In 2021, we will be conducting the negotiation competition entirely online. The intern will both facilitate this competition, being the primary point of contact for competitors and judges and work with the project team on delivery. During this period the CEDR Foundation is also looking to run an online event for the next generation of ADR professionals; further develop CEDR's Charter on improving diversity in mediation, liaising with major law firms on delivery, as well as continuing our



successful Masterclass Programme. The intern will be fully involved in content as well as co-ordination and promotion and we are looking for a high degree of interest and engagement. We also hope that the intern will be involved in other CEDR Foundation work as appropriate.

Please note: Due to the global pandemic, the internship will likely be via remote working for the substantial part of the internship. Due to the nature of the Student Negotiation Competition, the intern may need to work on some Saturdays in late February/March 2021. CEDR will provide time off in lieu for those dates worked by the intern.

Personal Requirements

The successful candidate will be professional in attitude and appearance with excellent organisational and interpersonal skills. They will be creative and enthusiastic with regard to their work as the Foundation is an ambassador for the rest of CEDR. It is also essential that they have the following:

- Enthusiasm for alternative dispute resolution, negotiation and diversity
- Willingness to work on weekends of the competition (Time off in Lieu given for this)
- Capable of working using own initiative with minimal supervision, but also able to be an effective part of the team
- Flexible attitude to a workload that might change and develop
- Good time management
- Proactive approach to work

Essential Experience and Skills Required

- Experience of running an event or larger project (e.g. a University society) involving large numbers of contacts
- Ability to manage multiple projects at once; prioritise and be able to work to deadlines
- Excellent communication skills and the ability to engage with different stakeholders on projects from students to senior partners of law firms
- Impeccable organisational skills, including the ability to plan ahead and anticipate potential problems
- Knowledge of alternative dispute resolution, negotiation and diversity is not essential but would be useful.
- IT literacy (Windows XP/Microsoft Office/database/E-mail)
- High level of accuracy and attention to detail

Education

- Graduate degree in a relevant area (ideally law, business or management, but all areas considered)



About CEDR

The Centre for Effective Dispute Resolution (CEDR) specialises in mediation and alternative dispute resolution (ADR). We are an independent non-profit organisation and a registered charity.

Our aim is to provide society with skills and solutions for effective dialogue, and to bring about sustainable change.

To achieve this, we operate in four main ways:

- Promoting mediation through events, schemes and services.
- Providing dispute resolution for individuals, businesses, and other organisations.
- Training mediators – to date, we've trained over 5,000 mediators worldwide.
- Offering consultancy to organisations to help prevent and resolve conflict.

Whether you're an individual consumer, a business, or any other organisation, we're here to help you.

Location

London office based combined with a significant remote working

Salary

£1,500 per month

35 hours per week 9:30am – 5:30pm with one hour for lunch.

Start date/ Hours

Start: Early December 2020

It is anticipated that the internship will end at end of March/April 2021.

5 days a week (8-10 days of pro/rata paid holiday will be available for this internship).

Application procedure

Interested applicants should write, including a full CV, to:

Annmarie Savill, Head of People and Corporate Services

Email: recruitment@cedr.com

CEDR is an equal opportunities employer and encourages applications from all sections of society

Deadline: Thursday 2 December 2020. We aim to fill this position as soon as we find a suitable candidate so early application is encouraged.