Job description

Job Title: Policy and Arbitration Professional Practice (PPP) Intern

Date: July 2023 to October or December 2023

Reporting to: The intern will report to the Policy and External Affairs Manager and the Arbitration Professional Practice Manager on a daily basis. The intern will be directly line managed by the Arbitration Professional Practice Manager, overseen by the Head of Arbitration Professional Practice

Location: London and remote

Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 18,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of 41 branches.

Job Overview:

The intern will provide administrative support as well as substantive input in areas of arbitration and ADR law and policy to the PPP team across its primary projects. This will assist the PPP team in delivering on their objectives in a timely manner and with improved workflows across projects. The intern will carry out research into relevant areas of arbitration and ADR law and will provide support to the team in its regular engagements with CiArb members and stakeholders, including arbitral institutions, though leadership groups, and other industry initiatives. The intern will receive training and experience in many transferable skills with which it will support the work of the PPP team, and which will serve the intern in any future profession, such as professional communication, research, writing, organisation, data entry, and policy monitoring.

Key Responsibilities:

- Conducting legal research on arbitration and ADR, particularly to assist with development of Professional Practice Guidelines, academic articles, case notes, and briefs
- Monitoring the CiArb Journal inbox and compiling information on submissions that have been made; and assisting with regular communications with CiArb Journal authors
- Drafting and/or reviewing pieces for the Resolver or other content for publication as needed
- Maintaining and updating the stakeholder management document, including engagement with our external political monitoring company
- Assisting in tracking of arbitration and ADR developments globally
- Assisting with delivery of the ADR APPG Autumn session
- Taking meeting minutes for specialist groups, stakeholder engagements, and groups for which CiArb serves as secretariat or steering committee members, including organising and distributing minutes to relevant individuals afterward
- Engaging with other CiArb teams and directors to ensure synchronicity of projects and objectives
- Sending email communications to members, stakeholders, and specialist groups as needed
- Assisting with developing briefings for public engagements of the president and director general
and any others as required
• Attending stakeholder meetings, public events, and conferences on ADR with other PPP team members

Requirements:
Essential:
• Interest in and basic understanding of international dispute resolution, ADR law, and international policy, particularly in the areas of business, trade, commerce, and/or justice systems
• Strong legal research and writing skills
• Excellent organisational skills with an ability to pay attention to detail
• Familiar with the use of Microsoft 365 (Outlook, Word, Excel, SharePoint, Teams, etc)
• Strong communication skills, particularly in writing and via email
• Willingness to work with the team in person but ability to work independently in a remote setting
• Self-motivated and reliable, being able to accomplish tasks without constant supervision
• Native fluency in English with high level verbal and written grammar and spelling
• Ability to work in an inclusive and positive working environment and to interact with a highly diverse membership with sensitivity and professionalism

Desirable:
• An academic degree in law or dispute resolution or equivalent experience through prior training in law at a paralegal professional level or similar
• Pursuing a qualification in law at the graduate level
• Completed coursework in international public or private law
• Experience with member organisations or not for profit organisations
• Experience communicating in person and in writing with senior professionals and/or government officials

Summary terms and conditions

Contract: 3-months fixed term FT; 6-months fixed term PT (or any mixture of FT and PT depending on necessity, such as academic programme requirements, and only when agreed with the Head of Arbitration Professional Practice). FT is based on a work week of 35 hours. PT is based on a work week of 20 hours.

Salary: £21,600 per annum (£1800 per month FT or £1030 per month Part-Time)

Other benefits:
• Commute cost reimbursement
• Complimentary attendance on a Ciarb Arbitration Pathway module commenced within one year of completion of internship
• Access to Employee Assistance Programme
• Wellness and social incentives

Location: CIArb Head Office, 12 Bloomsbury Square, London, WC1A 2LP
Notes: We are keen to encourage applicants from all identities and walks of life.

How to apply: To apply for this role, please click on LINK

Closing date: 19 July 2023

Working hours and flexible working
Our full-time employees are contracted to work 35 hours per week. We offer a range of flexible working patterns where possible to assist with a work/life balance and welcome applications from people wishing to work on a part-time or job share basis. We also operate a flextime scheme that allows you to alter your start and finish times and take hours back that you have accrued. We are happy to discuss flexible working from day one.

Equality and diversity
CIARB welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

We are committed to the employment and career development of disabled people. We encourage all applicants to complete our Equal Opportunities Monitoring form provided with all application packs, to support us in delivering upon our equality programme.

Disability Confident Committed Employer
As a Disability Confident Committed Employer, we have committed to ensuring that our recruitment process is inclusive and accessible. We will offer an interview to disabled people who meet the minimum criteria for the job and support any reasonable adjustments required. We also support existing staff who may have a disability or long-term health condition to enable them to stay in work.

If you tell us that you have a disability we can make reasonable adjustments at interview and, if you join us, to where you work and to your work arrangements. We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS).

To be invited to interview or assessment under this scheme, you must show in your supporting statements that you meet the minimum criteria for the role. The minimum is 60% of the shortlisting score across all essential criteria, except when it has been exceptionally agreed that this percentage score be lowered.

If you wish to apply under the GIS, please contact us. If you do not wish to apply under the GIS, but do require us to make reasonable adjustments at interview, then please let us know what those adjustments will be.
A request under the Guaranteed Interview Scheme does not guarantee you a job. At interview, the best candidate will be offered the post.

Protecting your information
We are responsible for deciding how we hold and use personal information about you. We comply with data protection law and principles and a copy of the privacy notice for job applicants can be found here.