



Role Description: Internship Compliance & Risk Management

Title: Voluntary Internship in Compliance & Risk Management

Working hours: minimum of 3 days a week

Location: Remote

Supervisor: Compliance & Risk Manager

Length: 3 months

Application Deadline: May 15th, 2022

A law intern is given the opportunity to assist the Compliance & Risk Manager in minimising and preventing risks from occurring. The Compliance Intern will work under general supervision and learn to monitor, research, analyse, and address all essential compliance activities for Tree Aid and exercise good judgment in identifying issues and driving resolution.

Role

Assist the Compliance Manager & Risk Manager in administering the relevant compliance obligations and regulatory agencies within the territories responsible for/or assigned.

Play a valuable role in the successful execution of the charity's compliance mission.

Main Tasks

The Compliance Intern will assist in the day-to-day implementation and advancement of Tree Aid's global compliance program that includes compliance with applicable laws, regulation and requirements.

1. Support the third party due diligence framework including with Sanctions screening: assisting in the Organisation's sanctions screening programs and address results as appropriate.
2. Partner management: being responsible for gathering partner's documents to ensure adherence to compliance and regulatory requirements. Co-organising and documenting training awarded/ audit visits to in-country partners. Supporting with recording partner information. Communicating to the Compliance & Risk Manager for consolidation and feeding into the partner heatmap.
3. Update, compile existing compliance-related policies, procedures, guidance materials, and contract general terms and conditions.
4. Ensure all staff have received annual training.
5. Assist in improving the contract templates database.
6. Support the donor compliance project.

Tree Aid is a registered charity and a company limited by guarantee, incorporated in England.

Registered office: Brunswick Court, Brunswick Square, Bristol BS2 8PE.

Registered charity no: 1135156. Company registration no: 03779545.

Mar 4th, 2022



Brunswick Court
Brunswick Square
Bristol, BS2 8PE
Tel: 0117 909 6363

Profile

Required Qualifications and Skills:

- University degree in Law, Risk Management or equivalent
- Computer skills in Pack Office and Microsoft 365
- Adaptable, able to take initiative and prioritize among competing demands
- Clearly document and support judgments, decisions and rationale, which will necessitate strong writing skills and the ability to maintain files and records in accordance with Team's standards
- A good team player with interpersonal skills, ability to work independently in a multicultural setting
- Excellent oral and written communications skills in English and French and critical thinking skills
- Constantly curious, seeks and implements new solutions, novel workflows
- Demonstrate sound judgment and decision making in the context of regulatory requirements, Organisation policies, and industry best practices
- Commitment:
 - To the goals and objectives of TREE AID
 - To the respect of TREE AID E's mission and values
 - - To the tradition of support to the beneficiary communities.

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