

Internship JD/Work Plan

Department	WAQF
Intern Supervisor	WAQF Programme Manager
Intern Role Title	WAQF Programme Intern
Internship Duration (Up to 3 months)	3 months
Full-time / Part-time	Full time – 5 days p/w
Location	Islamic Relief WAQF Sampson Rd North B11 1BL
Start Date	ASAP
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch)
Key Responsibility Tasks	
<p>The newly established Islamic Relief Waqf Programme Department is seeking an enthusiastic, highly-motivated, and dynamic individual to join for a 3 month internship. The successful candidate will work closely with the Waqf Programme Manager, and coordinate with Waqf Consultants in Field offices, by providing administrative and logistical support.</p> <p>Key tasks include:</p> <ol style="list-style-type: none"> 1. Carrying out research on Trust, and Waqf institutions within the UK and outside, and collating key strengths and weaknesses. 2. Coordinating with Waqf representatives in Bosnia, Sudan, Bangladesh, and Gaza to develop project proposals. 3. Coordinating with Waqf representatives and following up with implementation of projects 	
Personal Specification	
<ol style="list-style-type: none"> 1. A graduate with a honour degree in the last 2 years. 2. Committed to Islamic Relief Waqf faith driven values and core humanitarian principles. 3. An understanding of humanitarian and development work. 4. Excellent interpersonal and organisational skills. 5. Proactive and able to use initiative to get things done and prioritise his or her work. 6. Excellent written communication skills with high attention to detail. 7. Committed to learning and fulfilling the Internships Scheme. 8. Able to travel to the field if required for up to 4 weeks in challenging environments (All expenses will be paid). 9. Shariah knowledge related Waqf/Islamic finance desirable. 10. Good standard of English and computer literacy is essential. 11. Fluency in Arabic or another foreign language is desirable. 	
Skills sets developed	

1. Introduction to Aid & Humanitarian Principles
2. An understanding of Islamic Relief Waqf's work culture and values
3. Practical knowledge of the project life cycle in Islamic Relief Waqf
4. Improved communication through direct contact with field offices
5. Practical insight and experience of developing proposal and writing good field-based report
6. Experience of developing and managing budgets
7. An understanding of the different requirements of donors including Institutions and Islamic Relief fundraising offices across the globe
8. An understanding of desk activities, duties, and responsibilities
9. An understanding of donor requirements and procedures