

# Internship Programme

## JD/Work Plan

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| <b>Department</b>   | Human Resources Department   |
| <b>Intern Supervisor</b>  | Zaid Ahmed – HR Service Manager  |
| <b>Intern Role Title</b>  | Administration Assistant Intern  |
| <b>Internship Duration</b>  | 3 Months   |
| <b>Full-time / Part-time</b>  | Full Time  |
| <b>Location</b>   | 19 Rea Street South, Digbeth, Birmingham B5 6LB  |
| <b>Start Date</b>   | Autumn 2018  |
| <b>Expense</b>  | Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch). |
| <b>Key Responsibility Tasks</b>   |  |
| <p>Islamic Relief is seeking a highly-motivated, dynamic and committed individual to support the Human Resource Team.</p> <ol style="list-style-type: none"> <li>1. Project Work HRMIS- Supporting to roll out the new hr system and Training staff to use the self service system<br/>UAccess rollout</li> <li>2. Managing the HRServices inbox any queries – re-directing or answering</li> <li>3. Annual Leave – Keep an up- to date record, answer any annual leave related queries</li> <li>4. Updating any invoices on AX</li> <li>5. Supporting with the screening</li> <li>6. Updating any changes to Snowdrop i.e. New employees, change in salary, change in address etc</li> <li>7. Keeping trackers up to date – notifying managers of any end of contracts and probationary</li> <li>8. Filing</li> <li>9. Supporting and improving the HR forms, contracts, offer pack in line with the company policies and procedures.</li> <li>10. All other admin tasks as and when required.</li> </ol>                                      |  |
| <b>Personal Specification</b>   |  |
| <p>It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to Islamic Relief Worldwide’s vision and mission. IRWs values span – Excellence, Sincerity, Social Justice, Compassion &amp; Custodianship.</p> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in providing variety of broad admin activities in a large organisation.</li> <li>• Proven ability and experience to work towards achieving targets and objectives.</li> <li>• Proven experience in implementing work plans which help to deliver the unit objectives.</li> <li>• Ability to work towards achieving key performance indicators and organisational strategy.</li> </ul> <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Proven ability to record information accurately</li> <li>• Strong organizational skills, with an ability to multitask</li> <li>• Demonstrates the flexibility and energy that is required.</li> </ul> |  |

### **Skills sets developed**

1. Introduction to Aid work & Humanitarian and Principles
2. An understanding of Islamic Relief' work culture and values
3. Proven ability to assess both group and individual needs
4. Strong organizational skills and attention to detail
5. An understanding of HR practice in a global organization.
6. Ability to organise; prioritize and work efficiently under pressure and subject to changing priorities; proven experience managing multiple projects, meeting deadlines, and using judgment and initiative in problem resolution
7. Excellent communication and interpersonal skills