

# Internship Programme Work Plan/JD

<b>Department</b>	UK Programmes
<b>Intern Supervisor</b>	Harriet Crowley/Charlotte Billington
<b>Intern Role Title</b>	UK Programmes Support
<b>Internship Duration</b>	3 months
<b>Full-time / Part-time</b>	3 days a week
<b>Location</b>	Lower Marsh Street Waterloo
<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 an enthusiastic, highly-motivated, dynamic individual to work within the UK Programmes Department Region to provide administrative and logistical support to IRUK Programme Team by:</p> <ol style="list-style-type: none"> <li>1. Development of IRUK project information platform <ul style="list-style-type: none"> <li>Alert system</li> <li>Link to digital assets</li> <li>Explore and execute opportunities for report generation</li> </ul> </li> <li>2. Monitoring and upkeep of project information platform</li> <li>3. Producing material for the project information platform alongside International Programme Coordinators and UK programme coordinators</li> <li>4. Support to UK programmes coordinator on Qurbani project</li> <li>5. Research project on lessons learned from IRUK funded programmes</li> </ol>	
<b>Personal Specification</b>	
<ol style="list-style-type: none"> <li>1. Significant experience using Microsoft Sharepoint developing new sites and generating reports</li> <li>2. Ability to learn quickly and apply knowledge</li> <li>3. Good communication skills and ability to liaise with colleagues across IRUK</li> <li>4. Developed research and analytical skills</li> <li>5. Can use initiative, has good organisational skills and can work independently</li> </ol>	
<b>Skills sets developed</b>	
<ol style="list-style-type: none"> <li>1. Introduction to Aid work &amp; Humanitarian and Principles</li> <li>2. An understanding of Islamic Relief' work culture and values</li> <li>3. Understanding of UK programmes and key documents in project cycle</li> <li>4. Research and analytical skills</li> <li>5. Writing and communication skills</li> </ol>	

6. An understanding of the humanitarian challenges
7. An understanding of desk activities, duties, responsibilities
8. An understanding of donor requirements and procedures