

Internship Programme Work Plan/JD

Department	UK Programmes
Intern Supervisor	Harriet Crowley/Charlotte Billington
Intern Role Title	UK Programmes Support
Internship Duration	3 months
Full-time / Part-time	3 days a week
Location	Lower Marsh Street Waterloo
Start Date	March 2019
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<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"> 1. Development of IRUK project information platform <ul style="list-style-type: none"> Alert system Link to digital assets Explore and execute opportunities for report generation 2. Monitoring and upkeep of project information platform 3. Producing material for the project information platform alongside International Programme Coordinators and UK programme coordinators 4. Support to UK programmes coordinator on Qurbani project 5. Research project on lessons learned from IRUK funded programmes 	
Personal Specification	
<ol style="list-style-type: none"> 1. Significant experience using Microsoft Sharepoint developing new sites and generating reports 2. Ability to learn quickly and apply knowledge 3. Good communication skills and ability to liaise with colleagues across IRUK 4. Developed research and analytical skills 5. Can use initiative, has good organisational skills and can work independently 	
Skills sets developed	
<ol style="list-style-type: none"> 1. Introduction to Aid work & Humanitarian and Principles 2. An understanding of Islamic Relief' work culture and values 3. Understanding of UK programmes and key documents in project cycle 4. Research and analytical skills 5. Writing and communication skills 	

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