

Internship Programme

Department	Humanitarian Academy for Development
Intern Supervisor	Operations Manager
Intern Role Title	Administrator Trainee
Internship Duration (3 months / 6 months)	3 months
Full-time / Part-time <i>(2-3 days p/w is most appropriate for most interns)</i>	3 days p.w.
Location	HAD – Birmingham
Start Date	March 2019
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<ul style="list-style-type: none"> • Rebuild accurate training records for all employees and review regularly to reflect ongoing business developments • Gather and analyse feedback from course delegates. Report findings to Learning and Development Partners and Head of L&D to guide future improvements • Gather personal development plan (PDPs) from IRW, IRUK & TIC and analyse to identify learning needs. Support L&D Partners with identifying appropriate training solutions • Support the learning and development team by coordinating the training calendar • Coordinate materials for all training events, both national and international • Handle L&D helpdesk queries • Take opportunity to attend training interventions in order to support personal development 	
Personal Specification	
<ul style="list-style-type: none"> • Must be able to demonstrate strong organisational and administrative skills, incl. planning, prioritising, time management, punctuality, ability to meet deadlines and multi-tasking • Ability to work under pressure, adapt to change and use initiative and good judgment as required • Proficient in Microsoft Office – Outlook, Excel, Word, PowerPoint • Strong communication skills - oral and written • Strong interpersonal skills to develop relationships 	
Skills sets developed	
<ol style="list-style-type: none"> 1. Introduction to aid work & humanitarian principles 2. Exposure to pressurised environment and the need to deliver to deadlines 3. Experience of teamwork and the need for communications and coordination of work 4. An understanding of Islamic Relief' work culture and values 	