

## Internship Work Plan/JD

<b>Field Office Partner</b>	Islamic Relief Lebanon
<b>Intern Supervisor</b>	Amena Hareb Project coordinator
<b>Intern Role Title</b>	Team Coordinator Intern for psychosocial social and active learning activities
<b>Internship Duration</b>	3 Months
<b>Hours Per Week</b>	35 hours per week
<b>Location</b>	Lebanon- Saida mainly in old Saida where the centre locates
<b>Start Date</b>	February 2019
<b>Expense</b>	Interns will have all their travel and accommodation expenses covered and will receive a living allowance reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
<b>Key Responsibility Tasks</b>	
<p>Islamic Relief Lebanon is implementing a project in the city of Saida, South Lebanon, and its surrounding area. The project aims to improve local infrastructure and public facilities through rehabilitating a Community Base Centre to be a platform for children and young people from different nationalities, enhancing their leadership skills and encourage their participation in community service activities.</p> <p>This project aims to train young people and provide a safe and secure environment for children to participate in psychosocial support activities and active learning sessions, focused on improving the children’s skills and to decrease the percentage of school dropout and increase the number of young people’s inclusion in formal education.</p> <p>Through active participation in the Youth Resolve Programme, interns will be expected to play a key role in planning and delivering interventions that strengthen social cohesion between refugees and host communities in the targeted countries.</p> <p>Islamic Relief Lebanon is looking for an enthusiastic highly-motivated and dynamic individual to:</p> <ol style="list-style-type: none"> <li>1. Provide support in planning, running, and reporting of PSS and AL activities</li> <li>2. Update the office’s schedule boards for activities and centre responsibilities with the Project coordinator and project supervisor</li> <li>3. Participating in conducting Active Learning activities inside the Community Based Centre covering math, Arabic, English, science.</li> <li>4. Assisting and organizing in implementing indoor and outdoor activities, training sessions and awareness sessions for children , parents and youth</li> </ol>	

5. Following up the activities' progress, overviewing lesson plans and curriculums, observations and reporting. Ensuring correct procedures are being followed
6. Ensuring attendance and absent of activators and beneficiaries are being recorded
7. Assisting to Prepare small or micro activities by the 100 youth to be implemented by them and the open days for the 5000 children
8. Aiding in creating brochures and other creative methods for awareness sessions for parents in relation to the Importance of Education and child protection
9. participate in the monitoring part based on the project framework and support the project supervisor to make sure that all documents are in place /filing

#### Personal Specification

1. A 2:1 degree in Political Sciences, International Relations or other related Social Science degrees, obtained in the last 2 years.
2. An understanding of humanitarian and development work, as well as a commitment to the principles and values that underpin them, including the commitment to improving the lives of those in need regardless of race, political affiliation, gender or belief.
3. Awareness and knowledge of international affairs, global citizenship and social-political issues within the region.
4. Personal conduct, integrity and humility that commend the confidence of colleagues, external partners and stakeholders.
5. Experience in working with activists or volunteers and an interest in campaigning, advocacy and external affairs.
6. Proactivity and with the ability to use initiative to get things done.
7. Good teamwork, relational and interpersonal skills, as well as excellent writing and oral skills with the ability to adapt the communication style in order to suit different audiences.
8. Commitment to learning and fulfilling the Madad Internship Programme learning objectives.
9. Have the expertise or the interest to work with youth and children
10. Ability and willingness to travel to the field for up to 3 months and work in challenging environments (travel expenses and accommodation will be paid.).
11. IT skills proficiency, including Microsoft Word, Excel and PowerPoint.
12. Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to suit the audience.

#### Skills sets developed

1. An understanding of Islamic Relief's work culture and values
2. Practical Knowledge of the project life cycle in International Development
3. Practical insight and experience of writing good field based report
4. The interns will acquire new technics for psycho-social support activity.
5. The interns will develop new technic in conducting active learning classes.
6. Team work/working among team

7. How to lead or to follow based on requirement.
8. Learn the basics of reporting regarding the cycles of PSS activities and AL
9. Learn the basics of M&E in regards to the documents' needed and filing