

Orphans & Child Welfare Intern

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| Department | International Programme Division |
| Intern Supervisor | Orphans & Child Welfare Manager |
| Intern Role Title | Orphans & Child Welfare Intern |
| Internship Duration | 3 months |
| Full-time / Part-time | 3 days minimum |
| Location | IRW Birmingham |
| Start Date | March 2019 |
| Expense | Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch). |

Key Responsibility Tasks

Islamic Relief Worldwide is seeking a highly-motivated, enthusiastic, dynamic individual to work with the Orphans & Child Welfare Manager to provide support through the Islamic Reliefs Orphans Helpdesk.

- 1- Monitoring incoming queries from Field Offices and Partners
- 2- Escalate any queries to relevant personal within the Orphans & Child Welfare department
- 3- Ensure queries and requests from Field Offices (FO) and Partners are addressed in a timely manner
- 4- Assist with the timely submission of progress reports by Field Offices

Personal Specification

1. A graduate with a minimum honours degree in the last 2 years
2. An understanding of humanitarian and development work
3. Excellent interpersonal and organizational skills
4. Proactive and able to use initiative to get things done and prioritise his or her work
5. Excellent written communication skills with high attention to detail
6. A good team player
7. Flexible and adaptable
8. Committed to learning and fulfilling the Internships Scheme
9. Committed to Islamic Relief faith driven values and core humanitarian principles

Skills sets developed

1. Introduction to Aid & Humanitarian Principles
2. An understanding of Islamic Relief's work culture and values
3. Ability to organise; prioritize and work efficiently under pressure and subject to changing priorities
4. Improved communication through direct contact with field offices
5. Experience of report writing
6. An understanding of the different requirements of donors including Institutions and Islamic Relief fundraising offices across the globe
7. An understanding of desk activities, duties, responsibilities
8. Ability to handle & analyse large amounts of information