

Public Affairs Intern

Department	Advocacy and External Relations
Intern Supervisor	Public Affairs Co-ordinator
Intern Role Title	Public affairs intern
Internship Duration (3 months / 6 months)	3 months
Full-time / Part-time	3 days a week
Location	London, Waterloo
Start Date	Immediate Start
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).

Key Responsibility Tasks

Key Responsibilities and Tasks:

- Assisting in political monitoring including daily “headline” scanning of news from UK government departments
- Assisting in drafting correspondence to UK government and political stakeholders
- Ensuring the IRUK external relations stakeholder list is kept up to date
- Supporting regional teams to maintain and improve their connections with local parliamentary champions
- Researching and drafting speaking remarks for IRUK’s executive team when they attend events
- Assisting in the organisations of Islamic Relief led events such as parliamentary receptions, roundtables etc
- Assisting in a wide variety of administrative duties, including preparing presentation materials, reports, event/room bookings, and any other related tasks
- Working within IRW’s policies and procedures in undertaking the above roles and responsibilities.
- Assisting in the completion of other related duties incidental to the work described herein.

Personal Specification

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- Interest in the work of parliament and government
- Awareness of international development principles
- Team worker with excellent oral and written communication skills.
- Confident in communicating with donors and partners face to face or over the phone.
- Computer literate with Microsoft Office packages.
- Good attention to detail with accurate data entry.

Skills sets developed

1. Introduction to Aid work & Humanitarian and Principles
2. An understanding of Islamic Relief' work culture and values
3. An understanding and experience in external affairs including planning processes, key stakeholder engagement, how to enact political change, how international NGOs are represented externally
4. An understanding of events management including planning process, developing marketing materials, logistics etc.
5. Experience using the DODS parliamentary monitoring service.
6. Experience in administration tools and duties.
7. Experience and knowledge in event management.