Internship Programme

Work Plan/JD

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| **Department** | Community Fundraising |
| **Intern Supervisor**  | Regional Fundraising Manager |
| **Intern Role Title** | Fundraising Intern |
| **Internship Duration**  | 3 months |
| **Hours**  | Minimum 3 Days  |
| **Location** | Birmingham – Remote (Working from home)  |
| **Start Date** | As soon as possible |
| **Expense** | Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch). |
| **Key Responsibility Tasks**  |
| Tasks will primarily include but not limited to:* Supporting key fundraising activities and projects
* Supporting and working with volunteers in all major campaigns, including the pre-Ramadan and Ramadan campaign
* Assisting with the coordination of campaign activities (such as the Cake Campaign)
* Supporting the Regional Fundraising Manager and Officers to fulfil plans, meet deadlines and targets
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| **Personal Specification** |
| * Commitment and passion for improving the lives of others
* Strong critical thinking and problem-solving skills
* Proficiency with Microsoft Office
* Previous volunteering experience
* Well-developed ability to organise events/activities
* Committed to learning and fulfilling the Internships Scheme
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| **Skills sets developed**  |
| 1. Introduction to Aid work & Humanitarian and Principles
2. An understanding of Islamic Relief’ work culture and values
3. Communication and team working
4. Time management and resilience
5. Insight into charity fundraising and donor engagement
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