Internship JD/Work Plan

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| **Department** | UK Programmes |
| **Intern Supervisor** | Abdulla Almamun |
| **Intern Role Title** | UK Programme Assistant |
| **Internship Duration** | 3 Months |
| **Full-time / Part-time** | 3/5 days a week |
| **Location** | London / 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** | |
| * To review UK grant applications and provide assessments * To review UK projects for information and overview * Copy write UK projects for website * Draft an impact report for UK Qurbani project | |
| **Personal Specification** | |
| * IT literate with a working knowledge of Microsoft Office products such as Outlook, Word, Excel and PowerPoint * Excellent attention to detail * Ability to work under pressure, be self motivating and deliver to target * Good writing skills * Experience of report or creative writing * Strong organisational skills with the ability to prioritise and plan work, set and achieve deadlines and establish and maintain monitoring systems | |
| **Skills sets developed** | |
| * Report writing * Understanding of grants / bids * Research and data gathering from reports * Working with a grant management system * Understand how we manage summer food drive project * Better understanding of copy writing for website | |