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
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| **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
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| **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
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