Internship JD/Work Plan

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| **Department** | Global Advocacy  |
| **Intern Supervisor**  | Public Affairs Coordinator |
| **Intern Role Title** | Global Advocacy Intern |
| **Internship Duration**  | 3 Months  |
| **Full-time / Part-time**  | 3/5 days a week |
| **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**  |
| Islamic Relief UK is seeking a highly-motivated, dynamic individual to support the positive engagement of political actors. In this high profile internship you will provide research, logistical and administrative support to the Public Affairs Coordinator. * Help maintain and update stakeholder management tools
* Assist in research and drafting for briefings
* Periodically attend events and meetings as required
* Help with desk research into specific policy areas to support Public Affairs Coordinator
* Support the campaigns coordinator with reaching out to key stakeholders
* Support key fundraising campaigns with key stakeholders
* Help arrange events
* Provide general administrative and logistical support
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| **Personal Specification** |
| 1. A graduate with a minimum honours degree in the last 2 years
2. Committed to Islamic Relief faith driven values and core humanitarian principles
3. An A good understanding of the British political system
4. Excellent interpersonal and organizational skills
5. Proactive and able to use initiative to get things done and prioritise his or her work
6. Excellent written communication skills with high attention to detail
7. A good team player
8. Flexible and adaptable
9. A client focused approach
10. Committed to learning and fulfilling the Internships Scheme
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| **Skills sets developed**  |
| * Introduction into the Humanitarian sector
* An understanding of Islamic Relief’s work culture and values
* An understanding and experience in advocacy and external affairs including planning processes, key stakeholder engagement, how to enact political change, how international NGOs are represented externally
* Knowledge of parliamentary processes
* Experience in campaign planning and project management and delivery
* Experience in administration tools and duties.
* Experience and knowledge in event management
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