



HR Paid Internship Scheme JD/Work Plan

Department	People & Culture
Intern Supervisor	Head of People & Culture
Intern Role Title	HR Administration Assistant Intern
Internship Duration	6 Months
Hours	28 (4 days)
Location	Birmingham – Hybrid
Start Date	Summer 2024
Interns will be paid in line with the National Living Wage of £11.44 per hour	
Key Responsibility Tasks	
<p>Islamic Relief is seeking a highly motivated, dynamic, and committed individual to support the Human Resource Team.</p> <ul style="list-style-type: none"> • Support with overall HR Administration, including scheduling meetings, preparing correspondence, managing calendars, taking minutes of meeting • Managing the HR inbox and any queries – re-directing or answering • Maintain accurate and up-to-date employee records and HR databases • Ensure compliance with data protection regulations and organisational policies • Handle employee personal files and documentation, including contracts, performance reviews, and termination records • Prepare and submit required HR reports to management and regulatory bodies • Keeping trackers up to date – notifying managers of any end of contracts and probationary periods • Assist and support HR project work, as required • Support the completion of HR audits to ensure compliance with organisational policies and employment legislation • Supporting and improving the HR forms, contracts, offer pack in line with the organisational policies and procedures • Support the Recruitment Team on recruitment processes and projects • Support at Recruitment events • All other admin tasks as and when required 	
Personal Specification	
<p>It is essential that the post holder shows a good understanding and sympathy with the Islamic Relief Worldwide’s values and principles as well as commitment to the vision and mission. IRWs values span – Excellence, Sincerity, Social Justice, Compassion & Custodianship.</p> <ul style="list-style-type: none"> • Bachelor's degree in Human Resources, Business Administration, or a related field • Strong understanding of HR principles and practices. • Excellent organisational and time management skills. • Strong communication and interpersonal skills. 	

- Attention to detail and a high level of accuracy.
- Ability to handle sensitive information with confidentiality
- Demonstrates the flexibility to support the team

Skills sets to be developed

1. Gain an introduction to Aid work & Humanitarian and Principles
2. An understanding of Islamic Relief work culture and values
3. Familiarity with HR and Recruitment processes, software and systems
4. Proven ability to assess both group and individual needs
5. Strong organisational skills and attention to detail
6. Develop an ability to organise, prioritise and work efficiently under pressure and subject to changing priorities; proven experience managing multiple projects, meeting deadlines, and using judgment and initiative in problem resolution
7. Gain excellent communication and interpersonal skills

