

Internship JD/Work Plan

Department	Partner Development, NRD
Intern Supervisor	Research and System Development Manager
Intern Role Title	Partner Development 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

- Support in the development of **IRW Educational Resources** to be used in Partner Offices to develop an understanding in the youth of the work of IRW. To be used in;
 - Schools
 - Youth Groups
 - Madrassas
- Support NRD with their Orphans sponsorship programme including;
 - Generating Orphan reports
 - Communicating with donors
- Support NRD Partner Development Communications work. This will include visiting NRD Partner offices to gain an understanding of various media outlets used for Fundraising and developing new and engaging concepts with current local staff. Campaigns will be events focused with expectation to see efforts materialised at end campaign.
- Support delivery of NRD International Volunteer Programme. This will include;
 - Liaising with IRW field offices to arrange volunteer programme.
- Support in the development of an international volunteer programme for Fundraising volunteers
- Ensure volunteers understand the delivery of IRs work internationally and how their fundraising efforts contribute to making a difference.
- Engage with volunteers and ensure each have a personal development journey through the experience.

Personal Specification

We are looking for someone dynamic, organised, self-motivated and passionate. Working in various time zones internationally and through various languages you will need to be able to manage your own time well and have strong communication skills to engage with all stakeholders.

NRD is looking for a pro-active community member who understands the global scope of IRWs work. We engage with local communities in various countries, and at various levels, and are seeking someone who can adapt to different cultures, whilst at the same time engage in high level discussions about the development of the organisation as well as engage with youth to explain the importance of the work of IRW.

- Previous youth work experience is essential.
- An educational background in International Relations or similar field.
- Commitment to Islamic Relief's faith driven values and core humanitarian principles.
- Excellent interpersonal and organizational skills.
- Proactive and able to use initiative to get things done.
- Able to travel.

Skills sets developed

1. Introduction to Aid work & Humanitarian and Principles
2. An understanding of Islamic Relief' work culture and values
3. Strong communication and team work skills
4. Time management and self-leadership, as well as leadership of peers
5. Deep insight into the process of international aid