

Internship JD/Work Plan

Department	Corporate Services
Intern Supervisor	Valerija Fenutina
Intern Role Title	Volunteer Engagement Assistant
Internship Duration	3 Months
Full-time / Part-time	3/ 5 days a week
Location	Leicester with most days working remotely
Start Date	January 2023
Expense	<p>Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).</p> <p>Travel to other cities across UK will be covered including hotel stay if required.</p>
Key Responsibility Tasks	
<ul style="list-style-type: none"> • Supporting and working with volunteers in the pre-Ramadan and Ramadan campaign. • Supporting the Volunteer Engagement Coordinator to meet deadlines and targets. • Take ownership of the delivery of one key project in the 3-month period. • Assist team with volunteer registrations, i.e. screening, responding to queries and making phone calls. • Ad hoc admin tasks as and when required. • Support with event planning and delivery in London or Leicester. 	
Personal Specification	
<p>It is essential that the post holder shows a good understanding and sympathy with the Islamic values and principles as well as commitment to Islamic Relief vision and mission. IR values span – Excellence, Sincerity, Social Justice, Compassion & Custodianship.</p> <p>Experience & Qualities:</p> <ul style="list-style-type: none"> • Fast learner with strong attention to detail. • Excellent writing and interpersonal skills. • Proven experience of working independently to deliver a project. • Proficiency with Microsoft Office. • Must have been an active volunteer with a charity organisation or in educational sector for at least 1 year. • Committed to learning and fulfilling the Internship Scheme. 	
Skills Developed	
<ul style="list-style-type: none"> • An understanding of Islamic Relief' work culture and values. • Understanding of systems and processes around volunteer engagement. • Ability to organise; prioritize and work efficiently under pressure and subject to changing priorities; improved time-management and problem-solving skills. • Communication, interpersonal and team working skills. 	