



UK Programmes Assistant Paid Internship Scheme JD/Work Plan

Department	UK Programmes
Intern Supervisor	UK Programme Manager
Intern Role Title	UK Programme Assistant Intern
Internship Duration	6 months
Hours	28 (4 days)
Location	London - hybrid
Start Date	Summer 2024
Interns will be paid in line with the National Living Wage of £11.44 per hour + LW (pro rata'ed)	
Key Responsibility Tasks	
<ul style="list-style-type: none">• 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	
Personal Specification	
<ul style="list-style-type: none">• 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	
Skills sets to be developed	
<ol style="list-style-type: none">1. Introduction to Aid work & Humanitarian and Principles2. An understanding of Islamic Relief' work culture and values3. Report writing4. Understanding of grants / bids5. Research and data gathering from reports6. Working with a grant management system7. Understand how we manage summer food drive project8. Better understanding of copy writing for website	