

Internship Programme JD- Work Plan

Department	IR Academy Research & Development
Intern Supervisor	Head of Research and Development
Intern Role Title	Research & Development Intern
Internship Duration	3 Months
Full-time / Part-time	To be agreed
Location	IR Academy – Birmingham
Start Date	June 2017
Expense	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
Key Responsibility Tasks	
<p>Islamic Relief Academy is seeking an enthusiastic, highly-motivated, dynamic individual to work with the Head of Research and Development to provide administrative and logistical support. The role will involve supporting the facilitation of research across the largest Muslim NGO, the successful Intern will be responsible for:</p> <ul style="list-style-type: none"> • Assisting with communication with key stakeholders through • Assisting with contact and information management • Assist with research in key areas relating to Islamic Relief work • Providing general logistical/organisational support for the programme to the HoD as required • Archive data collection 	
Personal Specification	
<ol style="list-style-type: none"> 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 understanding of humanitarian and development work 4. Excellent interpersonal and organizational skills with an eye for detail 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. Committed to learning and fulfilling the Internships Scheme 9. Has arranged some events professionally or personally 10. Good IT skills in PowerPoint, Word and Excel 	
Skills developed	
<ol style="list-style-type: none"> 1. Introduction to aid work & humanitarian principles 2. An understanding of Islamic Relief's work culture and values 3. Administration and database management 4. Networking and engagement 5. Value of research in development context 	