

# Internship

## JD – Work Plan

<b>Department</b>	<b>Orphans &amp; Child Welfare</b>
<b>Intern Supervisor</b>	Head of Orphans and Child Welfare
<b>Intern Role Title</b>	Orphans and Child Welfare Intern
<b>Internship Duration</b>	3 month
<b>Full-time / Part-time</b>	Full Time
<b>Location</b>	Birmingham
<b>Start Date</b>	May 2017
<b>Expense</b>	Interns will receive reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).
<b>Key Responsibility Tasks</b>	
<p>The Orphans and Child Welfare Department is the focal point for Partner and Field Offices with regard to the One to One Orphans Sponsorship Programmes (OSP): ensuring annual progress reports are sent on time, providing support through Islamic Relief Orphans Helpdesk regarding the use of Alyateem3 sponsorship system and programme queries.</p> <p>Islamic Relief Worldwide is seeking an enthusiastic, highly-motivated, dynamic individual to provide administrative and logistical support to the Head of Orphans and Child Welfare Department.</p> <ol style="list-style-type: none"> <li>1. Monitor all incoming queries from FO and Partners and action accordingly</li> <li>2. Escalate any queries to the relevant personnel within OCW department, i.e. transfers to the OCW officer</li> <li>3. Access the Alyateem system and make necessary amendments and data reporting</li> <li>4. Support with follow up actions for meetings and field evaluations</li> <li>5. Ensure high quality orphan reports are being produced for orphans and child welfare programmes.</li> <li>6. Edit orphan situational reports to ensure core data is correct</li> <li>7. Be proactive in the improvement of the database and keep a record for suggestions on improving the database.</li> <li>8. Ensure timely submission by FO of Quarterly narrative reports and ensure collation and filing for future ease of access</li> <li>9. Organise and support meetings as required by the OCW Manager</li> </ol>	
<b>Personal Specification</b>	
<ol style="list-style-type: none"> <li>1. A graduate with a minimum honours degree in the last 2 years</li> <li>2. Committed to Islamic Relief faith driven values and core humanitarian principles</li> <li>3. An understanding of humanitarian and development work</li> <li>4. Excellent interpersonal and organizational skills</li> <li>5. Proactive and able to use initiative to get things done and prioritise his or her work</li> <li>6. Excellent written communication skills with high attention to detail</li> <li>7. A good team player</li> <li>8. Flexible and adaptable</li> </ol>	

9. Sensitive to the needs of others
10. Committed to learning and fulfilling the Internships Scheme
11. Able to travel to the field if required for up to 4 weeks in challenging environments (All expenses will be paid)

#### **Skills sets developed**

1. Introduction to Aid & Humanitarian Principles
2. An understanding of Islamic Relief's work culture and values
3. Improved communication through direct contact with field offices
4. Experience of developing and managing budgets
5. An understanding of the different requirements of fundraising offices across the globe
6. An understanding of the humanitarian challenges facing people in the
7. An understanding of desk activities, duties, responsibilities
8. An understanding of donor requirements and procedures