



Islamic Relief Graduate Scheme – International Programmes

Role:	Graduate Trainee (International Programmes - Asia)
Department:	Asia Regional Desk
Salary:	This is a salaried post plus field travel expenses and accommodation are paid
BASE LOCATION:	Birmingham with up to four months in the field
REPORTING TO:	Head of Region/ Senior RDC
Start Date	4 th September 2017
Contract Duration	One Year
<p>ISLAMIC RELIEF</p> <p>Islamic Relief Worldwide (IRW) is an international relief and development charity, which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfil their potential. IR is an independent Non-Governmental Organisation (NGO) founded in the UK in 1984. It operates in over 40 countries, with its head office in Birmingham, UK, and works with local communities as well as governmental, regional and multilateral institutions. IRW serves people regardless of race, political affiliation, gender or belief, without expecting anything in return.</p>	
<p>IR Graduate Scheme</p> <p>Through the Graduate Scheme we aim to engage and work with talented individuals, who believe in our mission and share our values to maintain the excellence for which we strive. This Scheme is designed to build the solid foundation in order to fast track the development of future leaders/technical expert, enabling participants to progress to substantive roles within Islamic Relief.</p>	
<p>THE INTERNATIONAL PROGRAMMES DIVISION</p> <p>Through capacity building, technical and programme support, the International Programme Division keeps the organisation focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable people in need and their communities to develop themselves sustainably, ensuring that the organisation is prepared to respond promptly and effectively to humanitarian crises.</p> <p>The division increases the organisation's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organisation's donors.</p>	

KEY RESPONSIBILITIES

Reporting to the Head of Region, and working within the Regional Desks you will be supporting the development, implementation and reporting of programmes in line with Country and Regional Strategies to ensure we work towards reducing poverty in a sustainable manner and respond to emergencies effectively.

Trainees will assist a designated Senior RDC (Regional Desk Coordinators)/ Programme officers with short to long-term project work. You will develop and use best practice to administer, coordinate and support the development of programmes, applying theoretical knowledge and skills within a practical and complex work environment. Through the scheme you will be acquiring the skills to be able to assume the following responsibilities.

- Assist in the development and review of country programmes in line with country and global strategy to ensure we work towards reducing poverty in a sustainable manner and respond to emergencies effectively.
- Assist in the development of high-quality project proposals for funding from both IRW and institutional donors.
- Critically appraise project proposals submitted by field offices to ensure that they have clear sense of purpose and direction and to report any major deviations to the Head of Region.
- Follow up Country Offices to ensure that donor and partner reports are submitted on time and in the correct format. Once received review reports submitted by Country Offices to ensure they are of high quality.
- Provide administrative support to the Regional desks including facilitating grants administration to create efficiency in the way desks are managing grants.
- Understand the necessary procedures, including documentation compliance requirements from concept note/proposal stage to grant agreement, PIN codes generation and transfer of funds.
- Assist the analysis of Country Office budgets to ensure value for money and that programme support costs remain reasonable.
- Provide support in the development of budgets and monitoring expenditure.
- Ensuring that all information related to country programmes is organised and accessible.
- Demonstrating strong written and verbal communication skills by producing reports, papers, briefings, and other documentation, and presenting these as and when required.
- Collate and compile reports and draft materials and correspondence for a range of IR partners, institutional and other international NGOs related to issues concerning respective countries and regarding the implementation of projects.
- Developing and maintaining effective working relationships with all and be a pro-active team member, fully contributing to tasks where appropriate and required.
- To network with partners (government authorities, donors, INGOs, local NGOs, CBOs etc.)
- Any other duties as required which are deemed appropriate to the level of the role

ABOUT YOU

This ideal candidate will be passionate about serving those in need, self-motivated, innovative, and be passionate about fighting poverty and tackling the root causes of inequality. The post holder will have excellent organisation and interpersonal skills and be able to command the trust and confidence of stakeholders at all levels. The ability to think ahead and demonstrate effective problem solving skills is essential, as is the ability to prioritise conflicting tasks and a challenging workload.

The IR Graduate Scheme is geared towards early-career humanitarians with a passion for improving the lives of others. Applicants for the IR Training Programme should be able to demonstrate the following requirements:

1. A 2:1 Degree in the last 2 years
2. Understanding Islamic Relief's mission and values, including its commitment to improving the lives of those in need regardless of race, political affiliation, gender or belief.
3. Committed to Islamic Relief's faith driven values and core humanitarian principles
4. Personal conduct, integrity and humility that commands the confidence of managers and staff at all levels, external partners and stakeholders
5. Strong leadership skills and ability to influence others.
6. Excellent interpersonal skills and the ability to adapt oral and written communication methods and styles to suit the audience
7. Proactive and able to use initiative to get things done and prioritise own work
8. Ability to think ahead and demonstrate effective and creative problem solving skills
9. Experience of working in a team and communicating with a wide range of people
10. Ability to encourage positive working relationships and commitment to working as part of a team
11. A good team player who is flexible and adaptable under pressure
12. Committed to learning and fulfilling the Graduate Scheme learning objectives
13. Ability to apply theoretical learning within a practical environment.
14. Ability to apply intellectual rigor and understanding, analyse, interpret, explain and summarise complex data and issues in a logical manner.
15. Ability to work under pressure and adapt to a changing and challenging environment.
16. Ability to travel to the field for up to 4 months throughout the year and work in challenging environments (Travel expenses and accommodation will be paid).
17. Proficient IT skills including using Microsoft Word, Excel and PowerPoint.