

## Internship: Scope of Work Experience

<b>Role:</b>	Programmes Internship - Middle East
<b>Duration of Internship:</b>	3 months
<b>Department:</b>	International Programmes Development
<b>Location:</b>	London
<b>Child safeguarding level:</b>	This role will require a basic DBS check. Or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.

### Purpose of Internship:

To provide support to Middle East team within the International Programmes Department (IPD) to allow them to deliver effective programmes on time and on budget and aligned with the Muslim Aid Global Strategic Plan as well as the Country Strategic Plan and annual Work Plan Budget.

### Main Scope of Internship:

- Create a project brief for each ongoing project in the Middle East region.
- Audit projects files (hard and soft) and identify any missing documents.
- Audit partner due diligence and highlight any gaps.
- Conduct research on facts/data on Middle East countries to highlight main humanitarian and development needs.
- Project location mapping (possibly alongside proposal summaries).
- Research on funding trends for Middle East.
- Create a master sheet for Middle East Partners.
- Review and appraise project proposals.
- Review and analyse project budgets.
- Attend Middle East weekly meetings and Departmental meetings as appropriate.
- Communicate with other departments (e.g. Finance, HR, Fundraising...etc) as needed.
- Support in developing the Middle East Strategy.

### Other

- Comply with all policies, procedures, legal and regulatory requirements.
- Any other duties commensurate with the accountabilities of the post.
- Ensure compliance with the Fundraising Regulator and the new GDPR guidelines.
- To maintain and store all records in line with MA document management and IT policies.

**Structure of the Internship:**

<b>Day 1</b>	Introductory meeting to establish expectations and set timelines for the internship period
<b>Half way progress point</b>	Throughout your internship, you will have regular check in meetings with your team Mentor/Line Manager to review project progress. This half-way check point is to conduct a more comprehensive review and re-establish goals.
<b>End of Internship</b>	A time to review the Internship, provide and receive feedback to/from Mentor/Line Manager.  To collect your Attendance Certificate from HR.

**Muslim Aid Statement:**

It is the commitment of Muslim Aid to provide interns with a meaningful experience that enhances their employability and skills. As a voluntary placement there is no remuneration paid for undertaking this position other than compensating for any expenses incurred, up to £15 per day. It is our priority that the individual undertaking the internship is exposed to a wide-range of experiences during their time with Muslim Aid and upon leaving, has a broader understanding of the team's roles and responsibilities that they are placed within and the sector in which we operate.

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
You will hold or be working towards a relevant degree or post-grad qualification, preferably in a relevant International qualification.	Essential	Application
<b>Experience, Knowledge and Ability:</b>		
Self-motivated and enthusiastic about development and humanitarian work in general.	Essential	Interview
Knowledge of office systems and practice.	Essential	Application and Interview
Knowledge and understanding of due diligence.	Essential	Application and Interview
Knowledge of issues around International Development, in Middle East in particular.	Essential	Interview
Excellent research skills to gather information, fact check and interpret raw information from sources.	Essential	Interview
Experience in administrator role.	Desirable	Application and Interview
Excellent planning and organisational skills.	Essential	Interview
Strong interpersonal and communication skills.	Essential	Interview
Ability to respond effectively to requests briefs and deadlines.	Essential	Interview
Ability to work in and with a diverse team.	Essential	Interview
Ability to work independently.	Essential	Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values.	Essential	Interview
Commitment to Muslim Aid's ethos.	Essential	Interview
Commitment to equality of opportunity and diversity.	Essential	Interview
Commitment to Muslim Aid's Child and Vulnerable Adults Policy and Procedure.	Essential	Interview

<b>You will display the competencies below :</b>	
<b>Competencies</b>	<b>Definition</b>
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.