

Project Support Officer (Intern)

(Intern London-based, Hybrid-remote, 5 hrs a week, 4 months)

URGENT - JOB OPPORTUNITY AT ZUBEDA WELCOME

Are you passionate about improving people's lives and have a keen interest in working in the charity sector? Do you like meeting new people and love building new connections? Want to use your talent to help the Ummah?

About The Internship Role

We are looking for someone to join us as our new Project Support Officer. This will be an exciting and rewarding internship, giving you valuable experience across key areas within a UK based charity.

You will be joining us at an inspiring time as we are now a registered charity in the UK. We are at the stage of solidifying our work processes and procedures that will strengthen the organization's future, to a more resilient one.

You will receive mentorship as part of this internship. You will be matched with an individual with experience in the charity sector to guide you with your career moving forward.

Summary of role:

As the Project Support Officer you will undertake a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of projects, in line with established project plans and objectives.

You will also provide practical and administrative assistance to the wider team and be happy to jump right in and learn along the way.

You will have access to and manage our shared drive folders named: Human Resources, Programmes and Operations, Finances, Marketing and Income Generation. Updating and monitoring our event trackers, CORE TEAM task-pending trackers, Community Client lists etc.

You will provide project and operational support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans. Update and collate documentation and records regarding relevant

issues, policies and practices to ensure the delivery of projects complies with agreed project management methodology

Undertake basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning.

Assist the project team to complete tasks and implement project plans to ensure agreed outcomes are achieved.

Communicate with relevant stakeholders to provide updates regarding project status and implementation issues.

The ideal candidate will:

- Be excited to gain hands-on experience in the UK charity sector
- Have great communication skills; both written and verbal
- Decision making
- Determines and manages own workload and priorities and refers issues to the manager as required.
- Sharing updates on shared drive via Google Workspace
- Weekly 15 mins debrief with CEO via Google Meet
- Able to meet new people and start conversations
- Be sensitive and empathetic
- Be proactive and able to use initiative and prioritize his/her work
- Be confident to speak with new people, organizations and businesses
- Able to react quickly and flexibly in order to adapt to a fast-paced role and take advantage of new opportunities
- Committed to learning
- Able to travel to the field if required (car and driver's license an asset)
- Flexible working
- Reliable

If you believe you would add value to Zubeda Welcome but don't meet all the criteria above, we would still love to hear from you.

About Zubeda Welcome

Now in our 5th year of serving refugee children, for the first time as a registered charity, our focus turns to the madrasa needs of all refugees across the UK as well as the asylum seekers who are housed temporarily in a given location as they await their fate.

Zubeda Welcome is committed to meet the Islamic education needs of all the refugees and asylum seekers across the UK, but won't achieve this alone. We will need the support of many

other charities, donors, funders and refugee support groups across the nation to connect the dots and make this happen! Visit our website for more information zubedawelcome.org

What We Can Offer You

- A flexible approach to working arrangements.
- Mentoring program - you will be paired with a mentor that has experience in the charity sector, they can provide guidance on your career moving forward
- Bank holidays
- Travel and Parking expenses paid for work related travel e.g. to hotels

How to Apply

Please complete a short application on our website where we ask a few key questions about your skills, reasons for applying to this internship and how you would bring value to Zubeda Welcome.

Salary: Unpaid 4 Months (subject to funding the role may become paid)

Hours: 5 hours a week (occasional evening and weekend hours)

Zubeda Welcome reserves the right to extend or close this vacancy early without warning subject to the volume of suitable applicants. Due to the large number of applications that we receive, we are unfortunately unable to provide feedback on your application.