

## Jersey Overseas Aid and HelpAge International Paid Internship 2019-20

### Introduction

Jersey Overseas Aid is once again teaming up with one of its most trusted and professional NGO partners to offer a unique opportunity to residents of Jersey<sup>1</sup>. This one-year fully-paid internship is intended to give someone the opportunity to launch a career in international development, one of the most challenging and rewarding professions available.

The main goal is to equip the successful candidate with the skills and experience necessary to enable them to take frontline roles with international relief and development organisations. Breaking into the sector can be difficult, though, and getting your first field posting even more so. This 12-month placement has been designed to make you genuinely employable at the end of it. It's not a taster for those who think they might possibly be interested; it's not something nice to add to the CV before you move into something unrelated; and you won't be doing any photocopying or tea-making. It's a serious opportunity, for which we are seeking serious candidates.

This is the third annual internship opportunity JOA has launched. The second intern is still on placement (in Malawi) and the first is now employed in the sector. Over time, the goal is to build up a cadre of Jersey-connected development professionals working for different agencies around the world. As well as being a life-changing launch pad for several fortunate individuals, this will help translate the huge support for charity and philanthropy on our Island into concrete assistance for the world's poorest and most vulnerable people.

### The Placement

Although JOA and HelpAge International reserve the right to alter it, depending on their needs and your own circumstances, the schedule below shows the likely shape of the 12-month placement.

**Months 1-2:** The first two months of the internship will be spent in JOA's office in St Helier. Working in our small team and reporting to the Programme Officer, you will learn about our aid programme and how it's managed. You'll become familiar with several of the different development and emergency projects we support, and see how we select, launch and oversee new grants. The goal is to give you an overview of the sector, some familiarity with project terminology and documentation, and an understanding of what motivates and concerns a donor.

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<sup>1</sup> You must be legally entitled to live and work in Jersey, by virtue of birth or length of residency, under the Regulation of Undertakings and Development Law.

**Months 3-6:** You will move to London, and work in HelpAge International's HQ in Tavistock Square. You will be assigned a mentor, who will oversee and guide your learning process, but you will have the opportunity to work in several departments, depending on your existing skills and experience. These may include:

- Global Impact Unit (GIU): The GIU manage both development and humanitarian programmes and coordinates closely with HelpAge's regional and country offices for implementation of programmes. The GIU unit in the UK houses global technical advisors in MEAL, Inclusion, Health, Social Protection, and Disability among others, and you will have an opportunity to learn about these different areas of work.
- Network, Advocacy, Campaigns, and Communications (NACC): The HelpAge NACC team supports the network to advocate and campaign for the rights of older people at the local, national and international level, including influencing at the UN. Through its Age Demands Action Campaign, HelpAge supports a global network of campaigners and civil society organisations who are critical to creating a sustainable political movement that enables older men and women to claim their rights.
- Resource development: The resource development team at Age International support programmes across the entire project management cycle, including design and development of new programmes, proposal review and submission, and contract management. Without too much of a focus on proposal writing, this department offers a good opportunity to get to grips with some of the important foundations of international development work – often crucial for employers.
- Finance, operations and support systems: The FOSS team support UK and global operations looking at human resources, financial management, security, systems, IT, and audit – the core services that ensure the HelpAge network runs efficiently and transparently, and carefully manages people and resources.

**Months 7-12:** After appropriate security training, you will be sent on a posting to a developing country to work on one of HelpAge International's development or relief projects. This might be one of the four JOA target countries where HelpAge has offices (Ethiopia, Mozambique, Tanzania, or Myanmar), or possibly somewhere different, depending on their current needs and yours. Its programmes are incredibly diverse, from running unconditional cash transfers in emergencies, to working with governments to strengthen health systems and roll out universal social pensions. As well as the direct implementation of development and humanitarian programmes, the work involves serving as a secretariat to a global network of like-minded charities.

The goal is to give you genuine field experience in managing projects and in working with people, organisations and institutions in developing countries. By a couple of months in you

should be adding genuine value to HelpAge's incredible work, and by the end you should be applying for jobs in the sector.

## Requirements

There are few specific requirements for this role, although you will need at least a Bachelor's degree as nowadays it is almost impossible to have a career in development without one. Recent graduates and career-changers are equally welcome, and there is no age limit. However, we need to find someone who can make the most of this fantastic opportunity. Naturally, enthusiasm for a career in development is a must, but we'd also like to see evidence of work or volunteering that might be translated into useful skills for a development organisation. This might involve people or project management, or experience in health care, education or advocacy.

You'll also need to show that you're able to successfully manage a full and varied workload; work with people and teams of different ages and backgrounds; have excellent written, verbal and presentation skills; and be proficient using IT. Some experience of travelling or working in developing countries is also desirable. You must be prepared, of course, to move to a developing country for at least six months, and be aware that this placement will not include a paid trip home during that period (although you can almost certainly self-fund one).

If you're selected, we'll expect you to blog about your learning a couple of times a month, and generally to be a great ambassador for Jersey.

**You must be entitled to live and work in Jersey, having been born or spent at least five continuous years on the Island.**

## Salary, Terms and Conditions

There are too many unpaid internships in international development, which restricts entry to those who can afford to work for nothing. Therefore, we have designed this scheme to ensure that you need not be out of pocket to participate. You'll be compensated at a rate of £20,000 for the year, including a stipend to cover rental and subsistence costs while on placement in the field. We'll also pay you an additional allowance of £750 / month for the four months you'll be in London to contribute towards your accommodation and travel. You'll be entitled to 25 days paid holiday over the year, plus national holidays. The normal working week will consist of 35 hours, but occasional flexibility will be required at evenings and weekends.

There will be formal a review of your progress half way through the placement, as well as regular contact between your mentor, your manager in the field placement and the Director of JOA. If any of these key people feel that you are not making the most of this opportunity, you may be asked to leave the programme.



## **Application process**

Please send a CV and a covering letter outlining why this internship is the right choice for you to [T.lebas@joa.je](mailto:T.lebas@joa.je) by Friday 26<sup>th</sup> April 2019. Please clearly mark your application '**JOA Internship**' in the subject line of the email.

Shortlisted candidates may be asked to complete a brief written exercise, and then invited to interview in May. The final selection will be a joint decision between JOA and HelpAge International.

The plan is for the internship to begin in **June or July 2019**, with some flexibility possible for the right candidate.