



## Jersey Overseas Aid Programme Associate Placement 2024

**Location:** Jersey, UK, Overseas

**Level of Effort:** Full time (37.5 hours per week)

**Status Required:** Entitled to Work

**Salary:** £25,200

### Introduction

Jersey Overseas Aid will once again team up with one of its trusted and professional NGO partners to offer a unique opportunity to residents of Jersey<sup>1</sup>. This 18-month paid role 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 and getting your first field posting even more so. This 18-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 tenth annual internship opportunity JOA has launched. 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

The schedule below shows the likely shape of the 18-month placement.

**Months 1-6:** Starting in May 2024, the first six months of the internship will be spent in JOA's office in St Helier. Working in our small team and reporting to the Senior 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 7-12:** In November 2024 you will move to the UK, and work in one of JOA's partner offices (to be confirmed). Previous interns have worked with NGOs such as HelpAge International, Street Child and Practical Action. 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. For example, you may be involved in fundraising and communication, project design and reporting, proposal writing, policy and advocacy or impact measurement.

**Months 13-18:** After appropriate security training, you will be sent on a posting to a developing country to work on a development or relief project. 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 the work, and by the end you should be applying for jobs in the sector.

## **Requirements**

There are few specific requirements for this role, you will ideally need at least a Bachelor's degree as nowadays it is almost impossible to have a career in development without one but significant, relevant experience may substitute (if in doubt please do get in touch). 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 every couple of months, 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 roles 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 £25,200 per



annum for the programme. We'll also pay you an additional allowance of £850 / month for the six months you'll be in the UK 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 37.5 hours, but occasional flexibility will be required at evenings and weekends.

There will be formal a review of your progress halfway through the placement, as well as regular contact between your mentor, your manager in the field placement and Senior Programme Officer at 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 [r.carlotti@joa.je](mailto:r.carlotti@joa.je) by Sunday 10<sup>th</sup> March 2024. Please clearly mark your application '**JOA Programme Associate**' in the subject line of the email.

Shortlisted candidates will be invited to interview towards the end of March. The final selection will be a joint decision between JOA and the International NGO partner.

The plan is for the internship to begin in **May 2024**, with some flexibility possible for the right candidate.