

Jersey Overseas Aid Programme Associate Placement 2024

Introduction

Jersey Overseas Aid is once again teaming up with one of its trusted and professional NGO partners to offer a unique opportunity to residents of Jersey¹. This 18-month paid role is intended to give someone an opportunity from which to launch a career in the international development and humanitarian sector, one of the most challenging and rewarding professions available.

The main goal of the placement is to equip the successful candidate with the skills and experience necessary for them to be able to take on 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 in the sector at the end of it. It's not a taster for those who think they might possibly be interested in moving into international development work; it's not something nice to add to the CV before you move into something unrelated or go back to your previous job; 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 11th annual internship opportunity established by JOA. As well as being a life-changing launch pad for several fortunate individuals, this programme has helped 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 November 2024, the first sixth months of the internship will be spent employed by JOA in our office in St Helier. Working as part of our small team and reporting to the Interim Head of Programme, you will learn about our aid programme and how it is managed. You will 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 of this part of the placement 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.

¹ You must have a minimum of five years' residency in Jersey.

Months 7-12: In May 2025 you will move to the UK, to be employed by the British Red Cross. For this six month period you will work in the British Red Cross UK office in London. You will be assigned a mentor, who will oversee and guide your learning process, and you will have the opportunity to work in several departments, the choice of which will depend 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: You will continue to be employed by the British Red Cross and will be assigned to a programme team working on a development or relief project. After appropriate security training, where necessary, you will have the opportunity to spend four two-week periods overseas with that programme team. For the remainder of the time, you will work remotely for the overseas project from the UK British Red Cross office. The goal here is to give you genuine experience of working alongside Red Cross partners as they implement projects supported by the British Red Cross, learning about various humanitarian technical programme approaches, while advancing localisation principles. After a couple of months of this part of the placement you should be adding genuine value to the work carried out, and by the end you should be ready to start applying for jobs in the sector.

Requirements

There are few specific personal requirements for this role. Ideally you will hold at least a bachelor's degree, as it is almost impossible to break into a career in development without one. However, significant, relevant experience may substitute for an academic degree (if in doubt as to the value of your past experience please do get in touch with us). Recent graduates and career-changers are equally welcome, and there is no age limit for beneficiaries of this placement. However, we do 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 would also like to see evidence of work or volunteering experience that might be translated into useful skills for a development organisation. This may, for example, include people or project management, or experience in health care, education or advocacy.

You will also need to show that you are able to manage a full and varied workload, and to work with people and teams of different ages and backgrounds, that you have excellent written, verbal and presentation skills, and that you are proficient in IT. Some experience of travelling or working in developing countries is also desirable.

If you're selected, we'll expect you to blog a couple of times a month about your learning, 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 in 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 will be compensated at a rate of £25,200.00 per annum for the programme. You will also be paid an additional allowance of £600 per month for the twelve months you will spend in London to contribute towards your accommodation and travel. You will be entitled to 25 days' paid holiday per annum, plus public and bank holidays. Your normal working week will consist of 37.5 hours, Monday to Friday, but occasional flexibility will be required to work at evenings and on weekends. During your time with the British Red Cross, you'll be entitled to their holiday entitlements and working hours.

A formal review of your progress will be conducted halfway through the placement, as well as regular, ongoing, contact between your mentor, your manager in the field placement and staff at JOA.

Application process

Please send a CV and a covering letter outlining why this internship is the right choice for you to recruitment@vhr.je by 27 September 2024. Please clearly mark your application '**JOA Programme Associate**' in the subject line of the email.

Shortlisted candidates may be asked to complete a brief written exercise and will then be invited to an interview in w/c 7 October 2024. The final selection of the successful applicant will be a joint decision between JOA and the British Red Cross.

Our plan is for the placement to begin in early **November 2024**, with some flexibility possible for the right candidate.

Privacy

At Jersey Overseas Aid we are committed to transparency and professionalism in all we do. This extends to employee recruitment and data protection. Please ensure you have read and understood [our privacy notice](#) which provides you with information on how and why we collect and use your personal information during the recruitment process.