

INTERNSHIP PROFILE

How to Apply for this Volunteer Role



Peter Caton/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Humanitarian Support Intern
Group	International Group - Countries
Team	Humanitarian Support Team (HST)
Location	Teddington
Point of Contact	Humanitarian Support Officer

1. About this voluntary opportunity

The Humanitarian Support Team (HST) supports Tearfund's Geographic Teams as they work through partners or via direct operations to prepare for and respond to natural disasters and conflict.

This internship offers an exciting opportunity to contribute to Tearfund's humanitarian work. You will spend your time assisting the Humanitarian Support Team with its various areas of work including researching, collating and disseminating information and good practice through a variety of communication modalities. You may also be asked to provide other relevant support to members of the Humanitarian Support Team as required. Specific examples of work may include:

1. Providing support for accessing and managing humanitarian funding mechanisms including the Start Fund and the Crisis Response Fund.
2. Providing support to Tearfund corporate humanitarian reporting, both internally and externally. Providing content for and maintaining the HST google site for the wider organisation to learn and gain information on disaster preparedness and response
3. Co-ordinating HST communication opportunities such as International Learning Sessions, Staff Prayers, etc
4. Providing inputs for the HST to Communities of Practice on certain thematic areas such as conflict or resilience
5. Supporting the development and implementation of training for the Emergency Response Register
6. Coordination and collation of information on Tearfund partners working in disaster prone areas
7. Review of content and updating of information for Tearfund's own internal reference documents system
8. Periodic desk review of papers and information to present back to the HST team
9. Opportunities to represent HST at external events and presenting learning back to HST team.

The placement is for up to 9 months and can either be full time (4 days) or part time (3 days) during Tearfund's normal office hours, 9.00am - 5.00pm Monday to Friday. Tearfund will agree with interns on an individual basis, with as much notice as possible, the hours that they are available to volunteer.

Volunteers are not employees and are not paid or entitled to any benefits given to Tearfund employees. (Travel expenses between zones 1-6 (or equivalent) will be provided. Lunch vouchers are also provided).

2. What you can gain from this voluntary opportunity

- Valuable experience in humanitarian focused research and analysis as well as an understanding of the work of a major development NGO
- A greater understanding of the role of resilience, disaster preparedness and response in international development
- A chance to apply your faith to issues of humanitarian need
- Experience of working as part of a team
- Enhanced research and communication skills
- Enhanced planning, project management and time management skills
- Experience working in an office environment and a chance to engage with multiple roles across Tearfund, including regional development programmes, advocacy, media and other teams
- Opportunities to liaise with people from other NGOs and networks
- Regular meetings with your supervisor and the opportunity to give and receive feedback

3. What you will bring

- A relevant degree and/or Masters (or you may be working towards a relevant Masters)
- You may already have experience of working overseas in a development context although this is not essential
- An understanding of the humanitarian sector and ideally, some familiarity with the NGO sector
- Experience in writing reports and briefings
- Good written and oral communication skills
- An eye for detail and logical thinking
- Ability to research, analyse and summarise different debates and opinions
- Ability to work both on your own initiative as well as in a team in order to complete tasks on time
- Flexibility and enthusiasm and a willingness to get involved with new things
- Ability to build effective relationships, both internally and externally
- Computer literacy

4. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund volunteer you are encouraged to:-

- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship