



international  
**alert**

## JOB DESCRIPTION

<b>Job Title</b>	<b>Human Resources Intern</b>
<b>Department</b>	<b>Human Resources</b>
<b>Supervised by/Reports to</b>	<b>HR Business Partner</b>
<b>Job location</b>	<b>London</b>
<b>Grade</b>	<b>Intern</b>
<b>Contract duration</b>	<b>9 months</b>

### **Internships at International Alert (Alert)**

The prime purpose of internships is to provide interns with a meaningful experience that enhances their employability and skills. Internships at Alert operate primarily in the London office, where it is felt candidates will gain the most benefit and varied experience during their time with the organisation. Alert Interns are viewed as valued members of the staff team and it is understood that they provide essential input into achieving the goals of the organisation.

In recognition of their contribution, Interns are provided with the opportunity to gain valuable experience working within Alert - an international NGO, with a reputation for being a leader in its sector. During their time with Alert, interns can expect to gain an understanding of the work of Alert's field programmes, through the lens of the area of work they are directly involved with. We believe that the experience gained working alongside other skilled Alert staff, will be valuable to those wishing to enhance the skills and abilities needed to progress in their individual career.

With the support of their supervisor and colleagues Interns will develop the confidence and capability to work either autonomously or as a member of a team contributing to quality peace-building solutions. They will also focus on developing high-level interpersonal, liaison, and other skills to enable them to form strong working relationships with Alert's programme staff across the organisation. Interns will have the opportunity to work within a supportive and supervised environment, and will be provided with all necessary on-the-job assistance. Alert Internships aim to provide the ideal springboard for candidates, whilst developing their own skills and capabilities in the charity sector.

### **Job Purpose**

Working as an integral part of the HR team, you will support the function by carrying out a range of administrative HR tasks and assisting with higher level tasks, as detailed below. Key areas of the role will include HR general administration, recruitment and selection administration and coordination, sickness and other absence recording and monitoring, data entry on to the HR database, meeting administration including minute taking and contributing as required to the delivery of HR projects. You will also be required to develop a sound understanding of HR policies and procedures. This opportunity will help you to gain valuable experience and skills in HR, while being supported by a team.

## **Main duties and responsibilities**

**To provide high quality HR administrative support across the full spectrum of HR issues, including:**

- Assisting with recruitment activities and their coordination, including;
  - sense and format checking documentation prior to publishing
  - advertising all positions on relevant websites and as agreed with the recruitment manager/HR Business Partner
  - processing applications, ensuring relevant managers have access
  - coordinating interviews and maintaining communication with candidates
- Ensuring compliance of all recruitment processes with legal requirements and Alert policy, with support from the HR Business Partner.
- Maintenance of recruitment and employee records in compliance with the Data Protection Act 1998.
- Providing support in administering HR policies and procedures (including communicating outreach material and information to applicants and employees)
- Providing support drafting/proofreading organisation-wide policies
- Collecting and collating data as needed (recruitment statistics, on induction processes, staff perceptions etc.) and writing reports on findings as necessary.
- Conduct research to contribute to improvement of Alerts processes as requested by the HR Business Partner e.g. market research amongst other charities, HR resources, advertising agencies etc.
- Contributing to the development/maintenance of HR documentation, information systems and databases.
- Maintaining HR records (electronic and otherwise)
- Maintain employee security information, organisational charts, staff directory and overseas staff lists, ensuring this information is up to date at all times.
- Conducting organization-wide surveys to monitor staff development, progression, and satisfaction
- Providing HR training and induction support
- Collecting absence records and annual leave records
- Tendering for external services as necessary
- Contributing to HR project design and development
- Filing, photocopying, processing payments, and other clerical duties
- Assist with special projects and other duties, which will require some report writing
- Any other tasks as deemed appropriate and commensurate with this position's level of responsibility.

**This post is intended to provide an opportunity for learning and development to the individual, and in addition to the above responsibilities the HR Intern should utilise the resources available to enhance their knowledge. This includes;**

- Taking the opportunity to learn about Alert's work, and peacebuilding more generally
- Taking advantage of Alert's knowledge sharing culture by attending lunchtime talks held in-house on a range of topics, and proactively seeking out learning opportunities.
- Attending weekly staff meeting to learn about what each programme/department is currently working on.

## PERSON SPECIFICATION

### ESSENTIAL REQUIREMENTS

<b>Talents</b>
<p>At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be great in this job you are likely, first and foremost, to be highly detail-oriented and organised with the ability to contribute to/lead on higher level tasks; secondly, you are somebody who can work autonomously and take initiative when necessary but also work well as part of a team. You will have a talent for communication and a genuine interest in people and their motivation.</p> <p>This is what we will be looking for above all else.</p>

A relevant degree /professional qualification
Strong interpersonal skills with the ability to build strong rapports with internal clients
Highly organised, detail orientated and consistently accurate
Fluent in English
Excellent written and oral communication skills
Initiative and problem-solving skills
Ability to maintain confidentiality of HR documents and other personal information
Strong analytical skills
Research and report writing skills
Ability to organise workload to ensure deadlines are met
Demonstrable experience in prioritising competing demands
A genuine interest in Human Resources Management (HRM)
A commitment to the aims and values of Alert
Demonstrable experience using MS Office software and databases

### DESIRABLE REQUIREMENTS

Post-graduate degree in HRM
Experience in an HR role
Experience of HR in the NGO sector
Ability to communicate in French, Arabic, Russian, or Spanish
Report writing experience

## SUMMARY TERMS AND CONDITIONS

<b>Leave entitlement</b>	25 working days (pro rata), per year plus English statutory holidays.
<b>Pension</b>	All staff receive a pension contribution which is equivalent to 10% of their gross salary. The post-holder will be automatically enrolled into the Alert Pension scheme which is with Scottish Widow, but can choose to opt out.
<b>Notice period</b>	There will be an initial 1 month probationary period during which notice will be 1 week on either side. On successful completion of the probationary period notice will be 1 month.
<b>Working hours</b>	There is a standard 35 hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am - 4pm.
<b>Work permits</b>	As it is unlikely that we will be able to obtain a Work Permit for this role, all job applicants must already have the right to work in the UK.
<b>Sport's club membership</b>	Staff can take advantage of subsidised membership of a local sports club, upon completion of the probationary period.