

## UK for UNHCR Trainee (6-month contract)

**Title:** UK for UNHCR Trainee

**Reports to:** Project Manager

**Key Relationships:** Director of Strategy & Growth, Project Manager, Executive Coordinator

### The role

UK for UNHCR is looking for a person with lived experience of being a refugee, asylum-seeker, internally displaced or stateless person to join our first ever Traineeship programme! The programme will be a 6-month paid placement that serves to equip you with a wide range of valuable work skills, whether you are just beginning your career or transitioning.

The Traineeship will be loosely structured to work across our different teams including Finance, Corporate, Communications, Fundraising, Strategy and Data; With the option of specialising in one area of your choice from month three. The Traineeship programme will include training on MS Office, research, communication, data and administration skills and provide an opportunity for you to support the teams with a variety of tasks. The Traineeship programme will be built together with you as you explore your interests and assess your skill set. You will also be assigned a mentor and be provided with personalised support throughout your programme!

### This role will be a great fit for 🙌

- A person with lived experience of being a refugee, asylum-seeker, internally displaced or stateless
- A person with authorisation to work in the United Kingdom
- A person with a strong interest in developing a career in the charity sector
- A person with a good working knowledge of English
- Someone who shares our values and passion for the cause

### What we aim to offer 🎁

- National living wage (£11.05 per hour) 6-month contract
- 28 days holidays + Bank Holidays 🌴
- Life Assurance x4 of basic salary
- Income protection scheme
- 8% employer contribution pension scheme
- We are open to flexible working in many ways, including an element of working from home and flexible hours 🏠
- Personal learning and development support 🧐
- Mental health care – qualified therapy support through our healthcare provider 🧘
- Structured support with finding employment at the end of the traineeship

### Who we are and what we do

At UK for UNHCR we build solidarity, create partnerships and raise funds in the UK to help deliver global humanitarian relief for refugees through UNHCR's work. [www.unrefugees.org.uk](http://www.unrefugees.org.uk)

UNHCR, the UN Refugee Agency, leads international action to protect people forced to flee their homes because of conflict or persecution. It delivers life-saving assistance such as shelter, food and water, helps safeguard fundamental human rights, and develops solutions that ensure people have a safe place to call home. UNHCR also works to ensure that stateless people are granted a nationality. [www.unhcr.org](http://www.unhcr.org)

Nobody chooses to be a refugee, but we can all play a part in their protection, and we want those who work with us to share our values and passion for the cause.

## Our Values

Our values guide our decision making and help us shape our culture!

We are **BOLD** – We are ambitious and innovative; we are agile, we share knowledge, and we learn from our mistakes!

We inspire **TRUST** – By being transparent, respectful and a source of truth!

We **COLLABORATE** – We value the power of partnerships to deliver positive change for refugees!

We are **COMPASSIONATE** – We are committed to building a world where every person forced to flee can build a better life!

We are **WELCOMING** – We celebrate the diversity of the people we serve, our many supporters and the colleagues we work with!

## Diversity and Inclusion

We strongly value diversity and recognise that it is critical to our success and the cause that we serve. We are committed to providing an inclusive environment for all who work with us and strongly welcome applications from all backgrounds.

UK for UNHCR is proud to have an Inclusion Network as well as a Diversity & Inclusion Working Group. Our Inclusion Network team work to create safe spaces that brings colleagues together for events, discussions and learning experiences that celebrate and support diversity and tackle barriers to inclusion. The Diversity & Inclusion Working Group is a group of colleagues focusing on tasks that drive action in the implementation of our D&I Approach.

**Closing date:** Friday 1st July 2022

**Interviews date:** Monday 11th July – Friday 15th July 2022

**\*\*PLEASE NOTE:** To apply for this vacancy, please ensure you firstly download a copy of our application form from the documents section below and complete it. Click the 'apply' button and fill out your personal details in the relevant sections. Once you have submitted these you will be asked if you would like to attach any documents. At this stage please submit the completed version of the application form.\*\*

A copy of our Job Applicant Data Protection Privacy form is also available in the documents section.