



Jersey Overseas Aid & HelpAge International Programme Associate Placement 2025

Introduction

Jersey Overseas Aid is once again teaming up with one of its most trusted and professional NGO partners to offer a unique opportunity to residents of Jersey¹. This 18-month paid role is intended to give someone the 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 country-based experience 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 12th 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 development and humanitarian assistance.

The Placement

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

Months 1-6: Starting in May 2025, the first six 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 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 2025 you will move to London², to be employed by HelpAge International. For this six month period you will work in the HelpAge International office in London. You will be assigned a line manager at HelpAge who will oversee and guide your learning process. There will have the opportunity to work in one of HelpAge's global teams or in one of HelpAge's core thematic areas. These are Income Security & Climate, Society for All Ages, Inclusive Humanitarian Action and Healthy Ageing. The work is varies and could involve working in fundraising and communication, project design and reporting, proposal writing, policy and advocacy, or impact measurement. You will also be assigned a mentor from HelpAge's network member Age International, to provide additional guidance and wellbeing support during your time in the UK and overseas.

Months 13-18: You will continue to be employed by HelpAge International. After appropriate security training you will be posted to work with one of HelpAge International's partners (likely former Country Office) overseas -this might be a JOA target country where HelpAge has an office (e.g., Ethiopia), or possibly somewhere different, depending on their current needs and yours. Its programmes are incredibly diverse, from running unconditional cash transfers in emergencies, to working with governments to strengthen health systems and roll out universal social pensions. As well as the partner-led implementation of development and humanitarian programmes, the work involves serving as a secretariat to a global network of like-minded charities advocating for older people.

The goal here is to give you genuine experience of working alongside HelpAge International partners as they implement projects, learning about various development and 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.

² Remote working from Jersey to be discussed subject to candidate's preference.

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 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 for the six months should you choose to work in London to contribute towards your accommodation and travel. However, HelpAge International has a remote-working policy which means you could choose to work from Jersey with occasional travel to London. You'll be entitled to 25 days paid holiday over the year, plus national holidays. The normal working week will consist of 35 hours, but occasional flexibility will be required at evenings and weekends.

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 HelpAge International, 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 overseas 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 10 March 2025. 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 April 2025. The final selection of the successful applicant will be a joint decision between JOA, Age International and HelpAge International.

Our plan is for the placement to begin in early **May 2025**, 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.