

## Jersey Overseas Aid & Habitat for Humanity Great Britain Programme Associate Placement 2025

### Introduction

Jersey Overseas Aid (JOA) is partnering with **Habitat for Humanity Great Britain (HFHGB)** to offer a unique opportunity to Jersey residents: an 18-month paid **Programme Associate** placement.

Habitat for Humanity Great Britain (Habitat GB) is part of the global Habitat for Humanity network fighting global poverty and homelessness. We believe that a decent home helps to permanently break the cycle of poverty and allows families to achieve strength, stability, and self-reliance.

This scheme is designed as a launchpad for a career in the international development and humanitarian sector — one of the most challenging and rewarding fields to work in. The Programme Associate will gain both headquarters and field experience, equipping them with the skills, networks, and confidence needed to secure a frontline role with an international relief or development organisation.

This is not a short-term taster or an item to add to a CV before pursuing another career path. It is a serious, intensive programme intended for candidates who are committed to building a career in international development and who are ready to take on significant responsibility.

This will be the **13th Programme Associate placement** supported by JOA. Previous participants have gone on to work in international NGOs, multilateral organisations, and government aid agencies.

### The Placement

The Programme Associate scheme will run for approximately **18 months** (indicative dates: **December 2025 – May 2027**).

#### Months 1–6: Jersey (JOA)

- Employed by JOA, based in St Helier.
- Work alongside JOA's small team, reporting to the Head of Programme.
- Gain exposure to project design, donor processes, grant management, monitoring and evaluation, and humanitarian response.
- Develop an understanding of how aid is programmed and overseen from a donor perspective.

### **Months 7–12: Romford (Greater London) (HFHGB HQ)**

- Employed by HFHGB, based in Romford (Greater London) (with flexibility for occasional remote working from Jersey and periodic visits).
- Regular travel to ReStore, Romford would be required and possible travel across the UK
- Assigned to a core thematic area or global team. Potential areas of work include:
  - fundraising and communications
  - programme design and reporting
  - proposal writing
  - policy and advocacy
  - impact measurement
- Supported by a line manager and a dedicated mentor to provide professional and pastoral guidance.

### **Months 13–18: Overseas (HFHGB National Office)**

- Employed by HFHGB, based in one of its national offices in Africa or Asia & Pacific (location to be determined according to organisational needs and candidate suitability).
- Following security and pre-deployment training (including HEAT), work alongside local teams on programme implementation.
- Contribute to project delivery, monitoring and evaluation, and community engagement.
- Gain first-hand experience of development and humanitarian operations at field level.

By the final months, the Programme Associate is expected to be making a genuine contribution to programmes and to be ready to apply for sector roles independently.

## **Candidate Requirements**

We welcome applications from both recent graduates and career changers. There is no upper age limit.

### **Essential:**

- Commitment to pursuing a career in international development/humanitarian work.
- At least a bachelor's degree, or significant equivalent professional experience.
- Evidence of relevant skills from employment, volunteering, or study (e.g. project management, people management, healthcare, education, research, or advocacy).
- Strong written, verbal, and presentation skills.
- Ability to manage a varied workload, meet deadlines and work effectively with people from diverse backgrounds.
- Good IT proficiency.
- Ability to collaborate with diverse teams across multiple locations and different cultures.

- Entitlement to live and work in Jersey (born in Jersey or resident for at least five continuous years).

**Desirable:**

- Experience working or volunteering in a lower-income country.
- Knowledge of international development or humanitarian issues.
- Languages other than English.

**Other expectations:**

- Blog or share reflections regularly (approx. twice a month) during the placement.
- Represent JOA and Jersey positively as an ambassador.

### Salary, Terms and Conditions

- Salary: **£25,500 per annum (plus additional UK/overseas living allowance for months 7-18).**
- Holiday entitlement: **25 days per year**, plus public holidays.
- Working hours: **37.5 hours per week** (Monday–Friday), with some flexibility required for occasional evenings/weekends.
- Entitlements during Phases 2 and 3 (London and overseas) will follow H4HGB's standard policies on working hours, holidays, and staff benefits.
- A formal 3-month probation review will be conducted, alongside regular ongoing contact with JOA, H4HGB managers, and the assigned mentor.

### Application process

Please send a CV and a covering letter outlining why this internship is the right choice for you to [recruitment@vhr.je](mailto:recruitment@vhr.je) by **19 October 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 **27 October 2025**. The final selection of the successful applicant will be a joint decision between JOA and H4HGB.

Our plan is for the placement to begin in late November 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.