

Student Intern (Paid Role - ~8 hours per week)

Paid Position. Remote/London for in-person team meetings

Section 1: Key Information & How to Apply

Salary: This role is paid at **London Living Wage** - £13.85 per hour.

Contract: Part-time, 6 month fixed-term internship (flexible working hours to accommodate academic or other commitments).

Location: Hybrid – with opportunities to attend in-person meetings in London.

To apply, please fill in the Google Form [here](#) by the application deadline, Friday 21 November 2025.

Section 2: Job Description

About Us:

Muslims in Public Policy (MIPP) is a dynamic and growing organisation dedicated to empowering Muslims in the realm of public policy. We believe in fostering a strong sense of community and representation for Muslims in this sphere, and aligning our faith values to encourage public servants to excel in their service to communities. As we expand our reach, we are seeking a talented and highly motivated individual to join our team as our first paid recruit to drive the organisation's strategic ambitions. MIPP is an equal opportunity employer and actively encourages applications from underrepresented groups, especially those from black and minority ethnic and lower socioeconomic backgrounds.

Key Responsibilities

The MIPP Student Intern will play a vital role in supporting the organisation's growing operations and engagement activities. This position offers a unique opportunity to gain first-hand experience at the intersection of policy, leadership, and community impact. Responsibilities will include:

Operational and Administrative Support

- Managing the MIPP inbox and handling correspondence with professionalism and

attention to detail.

- Supporting meeting logistics, including preparing agendas, taking minutes, and ensuring action points are tracked and followed up.
- Maintaining and scheduling the MIPP calendar, ensuring timely coordination of internal and external meetings.
- Coordinating invitations, communications, and updates for events, mentoring sessions, and other key initiatives.

Programme and Event Delivery

- Supporting the planning and delivery of MIPP's third Mentoring Cycle, including coordinating mentor–mentee pairing, organising workshops, and assisting with logistics.
- Assisting with the organisation of panel discussions, roundtables, and policy engagement events, helping to identify speakers, manage communications, and oversee event-day logistics.
- Engaging with student societies and university networks to promote MIPP's work and inspire a more diverse pipeline of aspiring Muslim professionals in public policy.

Stakeholder and Network Engagement

- Liaising with mentors, mentees, and senior professionals in government and policy sectors, ensuring excellent communication and smooth coordination across programmes.
- Supporting outreach and partnership-building efforts across MIPP's growing professional network.

Dynamic Priorities

The nature of this role is dynamic, with responsibilities that may vary week to week in line with the evolving priorities of MIPP's core team and ongoing projects. The list of responsibilities above is not exhaustive, and the intern may be asked to take on different tasks as new opportunities and needs arise. Flexibility, initiative, and a proactive approach to new challenges are key attributes we value. The intern will also be encouraged to contribute ideas to strengthen MIPP's organisational processes, engagement activities, and internal development work.

What you will gain:

Personal and Professional Development

At MIPP, we are deeply committed to the growth and development of our team. The intern will work closely with the MIPP leadership team, gaining exposure to policy professionals, leadership networks, and national initiatives shaping the public sector.

This role is particularly suited to a student with a strong interest in public policy and government, and who is passionate about improving Muslim representation in the field. MIPP is dedicated to ensuring the intern gains valuable skills, experience, and professional connections that will support both MIPP's mission and their own long-term career aspirations.

You will also gain:

- **Dynamic Team Environment:** join a passionate and collaborative team of dedicated early- and mid-career Muslim professionals making an impact in the field of public

policy locally and nationally.

- **Networking Opportunities:** build and expand your professional networks in the public sector and policy by connecting with influential figures such as MIPP mentors through MIPP's networking events, advisory board, and partnership working.
- **Insight into and experience in Non-Profit Operations:** gain valuable experience in the intricacies of non-profit Community Interest Company (CIC) management, strategy and development.
- **Skill enhancement:** hone your leadership, communication and management skills through hands-on experience in budgeting MIPP operations, and the process of drawing up and submitting major grant applications as well as managing voluntary sector finances.
- **Impact:** be a crucial member of an organisation actively contributing to the empowerment and representation of Muslims in the public policy sector.
- **Rewarding experience:** find personal fulfilment and engage in good deeds knowing that your work directly contributes to positive change for both Muslim and wider communities, fostering a more inclusive and equitable public sector.

Section 3: Person Specification

Essential Criteria:

- You **must** be currently enrolled in the second or final year of an undergraduate or Master's degree programme.
- Exceptional interpersonal, communication and leadership skills, written and verbal.
- Attention to detail, organisation and ability to manage and adapt to various tasks.
- Passion for public policy and a commitment to empowering and upskilling Muslims in this field.

Desirable Criteria:

- A strong network within the Muslim community, and ability to harness connections for organisational benefit.

Enquiries:

If you have any enquiries regarding the paid role advertised above, please contact us by email at info@muslimsinpp.org.