



Terms of Reference

Software Engineer Apprentice

Job Title:	Software Engineer Apprentice	Location	Based in the Brighton / Southeast UK/ remote
Position Type:	Paid apprenticeship	Length of contract	15 months
Salary scale	£22,000 per annum	Reporting to	Communications Manager / Director of Research and Advocacy

Role summary

We are seeking an aspiring software engineer to join our small team as a Multiverse Software Engineer Apprentice..

You will work and study to develop your skills as part of the [Multiverse apprenticeship programme](#), leading to an industry-recognised Level 4 qualification in Software Development at the end of the apprenticeship.

You will work with the team and designated IT partners to support the development and maintenance of mobile applications designed to facilitate diaspora response to humanitarian crises around the world. As an apprentice Software Engineer, you will be responsible for supporting the work of the team to develop innovative technology products, projects and partnerships, helping ensure quality and timely outputs that contribute to Shabaka's research, evidence, and learning objectives.

As a small team, we are looking for dynamic, solution-focused candidates who enjoy working in a dynamic and fast-paced environment.

The Software Engineer Apprentice should have excellent attention to detail and an enthusiasm for learning new skills concepts, and ideas applicable to humanitarian response, development, and migration. Also, they should have strong interpersonal skills to communicate complex information in a simple style and build relationships with various internal and external partners.

In addition, experience of working on diaspora, development and/or humanitarianism would be considered an asset.

Main duties and responsibilities

We are looking for Software Engineering Apprentices who are excited about building new features and products that have the potential to revolutionise the world of work.

As part of the Multiverse Software Engineering Apprenticeship, you will attend a 3-month virtual 'coding bootcamp' to bring you up to speed and set you up for success in your role.

After your bootcamp, you will join the Shabaka team for 12 months as part of an agile product team

You will learn how to write good code and operate at all stages of the software development lifecycle. You'll also build code for client- and colleague-facing software applications, test code, and analyse results

This role will require you to engage and collaborate with experienced software engineers, technical leads, product owners, agile coaches and automation engineers. You will also learn the skills and develop the knowledge required to work within different disciplines of our software engineering team

The apprenticeship also includes an opportunity for a three-month rotation into the Mobile team to learn iOS or Android

We want people who are excited about solving unique, large-scale, and highly complex technical problems. The Multiverse development cycle is extremely fast, and it has built tools to keep it that way. It's common to write code and have it running live just a few days later.

As part of the Shabaka team, you will also support its work on projects focussing on using technology for humanitarian response. This will include:

Technical support

- Work with Shabaka's IT partners and other contractors to provide technical support to mobile applications being developed to facilitate diaspora humanitarian action

- Support the team to develop and pilot new concepts and ideas for humanitarian response using applications and technology
- Making sure that all the research outputs for the project are of the highest standards.

Project management and reporting

- Learn about project management systems and techniques used in the humanitarian and development sectors
- Support the preparation of project deliverables, including contributing to project work plans, quarterly and annual reports, final project reports, and project activity updates
- Using IT or other systems to keep track of people and progress (Asana)

Coordination

- Liaise with partners and maintain our highest levels of reputation
- Support internal communication to ensure efficient coordination and decision-making with project partners
- Build and maintain effective working relationships, both internally and externally.

Other

- Regular travel to Shabaka’s offices in Brighton will be required with this role (up to 3 days a week)
- Other tasks and responsibilities as assigned by the Director of Research and Advocacy.

Qualifications and Competencies

Eligibility criteria	<ul style="list-style-type: none"> ▪ You have the right to work in the UK and have lived continuously in the UK for the past 3 years. ▪ You confirm that you have not previously studied the course content ▪ You agree not to undertake any other qualifications during the apprenticeship ▪ You should be able to apply your learning to your role
Education	<ul style="list-style-type: none"> ▪ GCSE English & Maths 4-9 (C-A*) or equivalent ▪ Three months' prior coding experience
Experience	<ul style="list-style-type: none"> ▪ You could be leaving school, college or university, have some related work experience, or none at all. ▪ We know that when you are learning your new career you will need support to help you reach your potential.

	<ul style="list-style-type: none"> You'll have a manager who supports you to succeed through regular one to ones and an on-the-job buddy to show you the ropes, answer your questions and coach you through challenges.
Competencies	<ul style="list-style-type: none"> Teamwork – you are able to work as part of a team, as well as using your own initiative Communication – you are able to communicate ideas and concepts clearly both internally to the Shabaka team and externally with partners and contractors You have a passion for technology You are proactive and inquisitive You have a problem-solving mindset You have a high level of self-motivation and commitment Verbal and written fluency in English is required. Additional language skills, especially in Arabic French, or Spanish, are an asset but not essential.

Making a difference

Your input will shape how we present ourselves to our stakeholders, funders and the general public and deliver high-quality projects. With your help, we will be able to continue to amplify diasporas' voices, which enables them to respond more effectively to humanitarian crises where they live and in countries of origin or heritage.

You would become part of our small, friendly team working for an organisation focused on often marginalised communities. You will work in our Brighton offices for up to 3 days per week as well as remotely, with additional team meetings every 2 months. Our team includes staff and consultants in multiple locations across the UK and internationally.

About Shabaka

Shabaka is a values-driven, diaspora led consulting and research organisation focused on diaspora's humanitarian preparedness, response, and recovery engagement. It was established in 2014 to help fight the injustices that leave entire communities disadvantaged and shut out from socio-economic and political progress. We see this clearly in the throes of the coronavirus pandemic; 'business as usual' is now more than ever not good enough. We should not lose any more time to bring about equitable change. Furthermore, diasporas – people living outside their

countries of heritage – are overlooked by important actors in strengthening existing humanitarian architecture.