



Role: Youth and Volunteer Service Intern

The Youth Service Intern will support the Youth Service team in administrative tasks and operations. She will be involved in monitoring and evaluation, logistics and project delivery, working directly with volunteers and children and young people.

RESPONSIBILITIES

Activity Coordination

- Providing a positive environment where young people feel safe and continuously engaged
- Providing cover as needed for mentors or club volunteers
- Supporting in the delivery of Character Education workshops

Monitoring and Evaluation

- Supporting Project Managers on a monitoring and evaluation campaign - making phone calls, sending emails and texts to current and former participants, gathering data
- Updating girls' and volunteers' attendance records on VIEWS
- Uploading and imputing evaluation forms and questionnaires onto VIEWS

Administration

- Providing support and assistance in ensuring all records and data are comprehensive and up to date
- Taking responsibility for requesting and collecting character references of new volunteers
- Preparing paper work, handbooks and folders for participants
- Administering and setting up NFER tests

Programme Development

- Supporting the development of Character Education workshops (help plan and create resources, mentor guides and session plans)

- Assisting in the planning and organisation of local community projects and recreational activities
- Developing and organising engaging resources for mentoring sessions
- Supporting the development of projects aimed at girls aged 14 and over

Social Media and Marketing

- Driving forward Baytree's social media presence and keep the website up to date
- Creating posters and flyers for varying audiences to promote Baytree's services and activities

WORKING SCHEDULE

Ideally, we would like an intern to work with us two days a week, 10am-6pm. We are however willing to negotiate this with the right candidate.

PERSON SPECIFICATION

Essential:

- Ability to deal with and connect to people from varying backgrounds
- Personable and enthusiastic
- Good written and oral communication skills
- Highly computer literate
- Ability to work independently with limited supervision
- Organisation and time management skills
- Punctuality and reliability
- An interest in working with children and young people or in the charity sector
- Flexibility and willingness to lend a hand with a variety of activities as and when required

Desirable:

- Familiarity with UK curriculum
- Experience of working with children
- Experience of office administration
- Some knowledge of a second language (eg. Spanish, Portuguese, French, Arabic)