



Volunteer Role: Family and Adult Service Intern

Support: PEACH Plus Family Service Team, Adult Service Team and Volunteer Manager

The Baytree Centre is a social inclusion project for women and girls based in Brixton, London. We aim to create supportive pathways towards social inclusion for inner city families through education and skills development programmes.

Our Adult Service offers women the opportunity to improve their English and literacy skills enabling them to go on to work or further study. The service offers women the opportunity to access ESOL provision from pre-entry to Level 1. Women are also matched with mentors who help them improve their confidence and sense of self-worth and value the contribution they make to society. They also provide practical support and encourage the women to take advantage of facilities available to them in the local community.

Our Family Service provides mothers with the tools and support to help create a strong, stable and loving family network that allows all family members to flourish and fulfil their potential. It also supports mothers to move them from poverty to economic self-sufficiency, using the 'Bridge to Self-Sufficiency' framework. This framework pays attention not just to one area of the mother's life but rather to the interplay between different domains. Using the tool, mothers self-assess and establish goals in different areas such as **Family stability, Education, Wellbeing, Financial Management and Employability.**

The Family and Adult Service Intern will support both teams in administrative tasks and operations. She will be involved in monitoring and evaluation, logistics and project delivery, working directly with volunteers, mothers and ESOL learners.

RESPONSIBILITIES:

Administration

- Providing support and assistance in ensuring all records and data are comprehensive and up to date
- Preparing paper work, handbooks and folders for beneficiaries and volunteers

Monitoring and Evaluation

- Supporting Project Managers with monitoring and evaluation
- Updating women's and volunteers' attendance records on VIEWS
- Uploading and imputing evaluation forms and questionnaires onto VIEWS

- Writing case studies to be used for funding applications and reports as well as the website
- Support both teams with monitoring and evaluation by completing session logs, recording attendance and progress, and helping the women complete questionnaires

Programme Coordination

- Supporting the planning and organisation of Character Education, Employability, Wellbeing and Money Management workshops
- Assisting in the planning and organisation of community events
- Developing and organising engaging resources for one to one sessions
- Providing cover as needed for volunteer mentors

Social Media and Marketing

- Driving forward Baytree's social media presence
- 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 different backgrounds
- Willingness to support and uphold Baytree's aims and ethos
- 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 women or in the charity sector
- Flexibility and willingness to lend a hand with a variety of tasks

Desirable:

- Basic knowledge of Spanish, Portuguese, French, Arabic or other language
- Experience of office administration