



Role: Women's Service Intern

Our Women's Service offers help to strengthen skills, competencies and abilities of a diverse community of women so they can reach their personal and family aspirations and integrate into wider society, educationally, culturally and socially.

Using our Social Mobility Programme we provide women with the tools and support to progress in their life, flourish and fulfil their potential. Using specific tools, women self-assess and establish goals in five different areas: **Family stability, Education, Wellbeing, Financial Management and Employability.**

The Women's Service Intern will support the team in administrative tasks and operations. She will be involved in monitoring and evaluation, logistics as well as project delivery, working directly with volunteers, women 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 and the M & E Officer with monitoring and evaluation by completing session logs, recording attendance and progress, and helping the women complete questionnaires
- Completing session logs and 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

Programme Coordination

- Supporting the planning and organisation of Education, Employability, Wellbeing, Family Stability 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

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

WORKING SCHEDULE

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

Due to the nature of the work this role is open to female applicants only. Equality Act 2010: Schedule 9: Occupational Requirements