



### **Role: Youth Service Intern**

The Youth Service Intern will support the Youth Service team in administrative tasks and operations to support the smooth running of all youth programmes and provision. She will be involved in monitoring and evaluation, activity coordination, development and delivery, working directly with children and young people.

### **RESPONSIBILITIES**

#### Activity Coordination and Delivery

- Providing a positive environment where young people feel safe and continuously engaged
- Planning, supporting and leading group activities and workshops, as well as 1 to 1 mentoring sessions as needed
- Supporting in the delivery of Character Education workshops

#### Monitoring and Evaluation

- Providing support and assistance in ensuring all records and data are comprehensive and up to date
- Updating girls' and volunteers' attendance records on VIEWS
- Uploading and imputing evaluation forms and questionnaires onto VIEWS

#### Administration

- Preparing paper work, handbooks and folders
- Administering and setting up NFER tests Programme Development
- Supporting the development of projects and programmes aimed at girls aged 6 to 18
- 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, recreational and holiday activities
- Developing and organising engaging resources for mentoring sessions

### 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

### 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:

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

### WORKING SCHEDULE

Ideally, we would like an intern to work with us two days a week, Monday to Thursday from 10am-6pm or Saturday 10am to 1pm. 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**