



Role: Monitoring and Evaluation Intern

The Baytree Centre is a social inclusion charity for women and girls based in the heart of Brixton, London. An integral part of the community, we have been providing education, training, and social and personal development for women and girls for nearly 30 years. Our projects include teaching English to women and newly arrived migrant and refugee girls who have do not have a place in school, as well as offering family support, after school activities and mentoring.

The Monitoring and Evaluation Intern will support the Monitoring and Evaluation Officer to monitor and evaluate the extent to which Baytree interventions / projects have benefitted our clients and support the production of funder and impact reports.

RESPONSIBILITIES

- To work with the M&E Officer and relevant service leads to evaluate the impact of Baytree's projects and activities linking this with funder requirements
- To support the M&E Officer in developing indicators and a monitoring & evaluation strategy to gather comprehensive data for reporting purposes
- To support the M&E Officer in developing and strengthening monitoring and evaluation procedures across all services
- To ensure quality and integrity of data input
- To support the M&E Officer in analysing the data
- To interview users and write case studies
- To write reports with the aim of developing and improving our services and securing funding
- To layout reports which will be published on our website

PERSON SPECIFICATION

Essential:

- Ability to deal with and connect to people from varying backgrounds
- Personable and enthusiastic
- Good written and oral communication skills
- Ability to work independently with limited supervision
- Organisation and time management skills
- Punctuality and reliability
- Basic knowledge and understanding of monitoring and evaluation
- Proficient ICT skills including use of Office applications, with excellent skills in the use of Excel
- Knowledge of research methods

Desirable:

- Graphic design skills

WORKING SCHEDULE

Ideally, we would like an intern to work with us two days a week, Monday to Thursday 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