



Role: Monitoring and Evaluation Intern

Time Commitment: 2 - 4 days per week between Monday – Thursday

Hours: 10am – 6pm

Duration: 6 – 8 weeks, with flexibility for longer if required

Summary

Internships at Baytree provide a unique opportunity for student learning outside of academic settings, giving actual work experience, and in the case of Baytree, providing valuable insight into the charity sector and alternative educational settings in the community. The monitoring and evaluation intern will support this important aspect of Baytree’s work by working closely with the M&E Officer to assess the Centre’s programmes and monitor their impact and outcomes for Baytree’s service users.

Purpose of the role

To provide support to the M&E Officer and ensure continued production of accurate research and data

Duties and Responsibilities

To work closely with the M&E Officer to:

- Develop and strengthen monitoring and evaluation processes across all services
- Conduct focus groups, interview service users
- Write case studies
- Conduct research into new ways to produce data
- Design evaluation forms
- Create reports from findings

Person Specification

Essential:

- Good interpersonal skills, able to work well within a diverse team
- Good written communication skills
- Computer literate – Microsoft outlook, Excel
- Ability to work independently with limited supervision
- Good time management
- Reliable and punctual
- An interest in working with children and young people, community development or social care
- Flexibility and willingness to lend a hand with a variety of activities as and when required



Desirable:

- Experience of working within a community setting
- Experience of conducting research and collating information into reports
- Experience of volunteering
- Some knowledge of a second language (e.g., Spanish, Portuguese, French, Arabic)

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