



## **Role: Youth Service Intern**

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

**Hours:** 10.30am – 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 youth service intern will support the youth team in the smooth delivery of the service working closely with team and the girls and families that access the centre.

### **Purpose of the role**

To provide support to the Youth Team and ensure efficient running and delivery of programme activities

### **Duties and Responsibilities**

To work closely with the programme coordinator to:

- Plan, support and lead group activities and workshops when needed
- Input accurate data, keeping records up to date on Baytree's internal database
- Provide cover for after school club activities where needed
- Help to design service posters, leaflets, timetables
- Carry out focus groups and surveys with the girls
- Run errands and source resources for activities
- Engage positively with the women and girls that access the centre

### **Person Specification**

Essential:

- Good interpersonal skills, able to work well within a diverse team
- 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 with children or young people
- 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**