



## **Role: Women's Service 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 Women's service intern will support the team with administrative tasks, organising events and working directly with services users and volunteers.

### **Purpose of the role**

To provide support to the Women's Service team to ensure smooth delivery of the Women's programme

### **Duties and Responsibilities**

To work closely with the role supervisor and team to:

- Support the planning and organisation of workshops
- Upload and input accurate data into Baytree's database
- Assist in the planning and organisation of community events
- Carry out general administrative tasks
- Help to design service posters, leaflets and timetables
- Liaise directly with and engage positively with the women that access the service

### **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 within the charity sector, 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**