



Arrive and Thrive Programme Intern

Purpose of the role:

To support the Arrive and Thrive Programme Coordinator in delivering a comprehensive educational programme for newly arrived and refugee girls aged 11–18, whilst they are waiting to access school, helping them develop their English and Maths skills, confidence, and community bonds.

Main responsibilities:

- Provide classroom and administrative support.
- Reinforce positive behaviour and engagement.
- Build supportive relationships with students.
- Assist in planning and running activities and community events.
- Help source materials and run errands.
- Support the running of cookery sessions with students twice a week and share the meal together.
- Adhere to Baytree Centre policies and complete evaluations as required.
- Attend development trainings sessions whenever Mentoring Programme is paused (i.e. beginning of the term and half-term weeks).
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Strong interpersonal and written communication skills.
- Comfortable working with diverse cultural backgrounds.
- Computer literacy (Outlook, Excel).
- Reliable, punctual, and well-organised.
- Able to work independently and in a team.
- Interest in charity, education, or community development.
- Flexible and willing to support varied tasks.

Desirable:

- Community or education experience (including ESOL).
- Volunteering or youth work background.
- Knowledge of a second language (e.g. Spanish, Portuguese, Arabic, French).
- Research or reporting experience.

Commitment:

- 2–4 days per week (Monday–Thursday), 10:00 am – 5:00 pm..
- Minimum 4-month duration, with flexibility to extend.

Benefits: We reimburse up to £7 for travel and £5 for lunch expenses for each full day of internship.

- Gain practical experience working in youth services and the charity sector.
- Develop skills in group facilitation, data management, and community engagement.
- Contribute to positive outcomes for young people and families.
- Opportunity to attend volunteer social events and network.
- Valuable insight into alternative educational and community support settings.

This role is open to female applicants only (Equality Act 2010: Schedule 9: Occupational Requirements). Applicants must be 18 years or older.