



Mentoring Programme Intern

Purpose of the role:

Your role is to support the Mentoring Coordinator at the Baytree Centre in delivering a high-quality mentoring programme for around 100 mentoring pairs across the academic year. The programme focuses on academic support (including GCSE preparation), character development, and creating an empowering environment for mentees and mentors.

Main responsibilities:

- Work closely with the Mentoring Coordinator to plan and deliver academic workshops and activities (e.g., GCSE-focused sessions).
- Support the creation, updating, and organisation of mentoring toolkits and academic resources.
- Accurately input and maintain attendance records, session notes, and other data on Baytree's internal database.
- Conduct focus groups and surveys with mentors and mentees to gather feedback and improve the programme.
- Provide administrative support, including ticking attendance, updating session logs.
- Assist in designing simple promotional or informational materials for the programme (e.g., timetables, resource sheets).
- Engage positively and respectfully with mentors, mentees, and families accessing the centre.
- Adhere to Baytree Centre policies and safeguarding procedures.
- 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:

- Good interpersonal skills, able to work well within a diverse team.
- Computer literate, with proficiency in Microsoft Outlook and Excel.
- Good time management and organisational skills.
- Reliable, punctual, and committed.
- Interest in mentoring, education, youth development, or community engagement.
- Experience working with young people, education, or volunteering is desirable.
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Commitment:

- 2 to 4 days per week, Monday to Thursday.
- Hours: 10:30 am – 6:15 pm.
- Duration: 4 to 6 months, with flexibility to extend if desired.

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

- Gain practical experience working in the charity sector.
- Opportunity to develop transferable skills in administration, resource development, and teamwork.
- Contribute to positive outcomes for young people and volunteers.
- Valuable insight into mentoring, education, and community support work.

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