



Monitoring and Evaluation Intern

Purpose of the role:

Your role is to support the Monitoring and Evaluation (M&E) Officer at the Baytree Centre in assessing the Centre's programmes and monitoring their impact on service users. This includes assisting with data collection and analysis, organising focus groups and interviews, and supporting the creation of reports that inform service improvement and highlight outcomes.

Main responsibilities:

- Support the enhancement of M&E processes across all Baytree services.
- Conduct research into innovative methods for data collection and analysis.
- Organise and facilitate focus groups and conduct interviews with service users.
- Assist service users in completing questionnaires.
- Prepare case studies based on collected data.
- Compile and analyse findings to create clear, accurate reports.
- Adhere to the policies and procedures of the Baytree Centre.
- Complete volunteer questionnaires and evaluations as required.
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Strong interpersonal skills; able to work collaboratively in a diverse team.
- Good written and verbal communication skills.
- Proficiency in Microsoft Outlook and Excel.
- Strong organisational skills with the ability to work independently.
- Good time management and attention to detail.
- Reliable, punctual, and committed to the role.
- Interest in working with children, young people, and community services.
- Willingness to support various tasks and contribute flexibly as needed.

Commitment:

- 2 to 4 days per week (Monday–Thursday).
- Hours: 10:00 am – 6:00 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.*

- Hands-on experience in monitoring and evaluation within the charity sector.
- Opportunity to develop practical research, analysis, and reporting skills.
- Insight into the impact of educational and community programmes.
- Personal fulfilment from supporting meaningful community development work.

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