



Volunteer Service Intern

Purpose of the role:

Assist the Volunteer Coordinator in recruiting, onboarding, and engaging Baytree volunteers (around 400 annually), contributing to the smooth running of our volunteer programme. You will support the development and enhancement of volunteer procedures, maintain accurate records, assist with training and internal communications, and help ensure a positive and rewarding experience for all volunteers. This role provides valuable hands-on experience in volunteer management, offering opportunities to develop practical skills in administration, communication, coordination, and community engagement, while gaining insight into how a charity recruits, supports, and retains volunteers effectively

Main responsibilities:

- Support volunteer recruitment by advertising available roles.
- Assist with onboarding, including reviewing references and monitoring training completion.
- Maintain accurate volunteer records and track engagement.
- Contribute to internal communications and regular updates.
- Develop and update training materials for volunteers.
- Respond promptly and professionally to volunteer queries.
- Adhere to Baytree Centre policies and safeguarding procedures.
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Friendly, approachable, confident communicator.
- Organised, detail-oriented, good time management.
- Handle sensitive information confidentially.
- Comfortable with digital tools and record-keeping.
- Interest in volunteer management, HR, or community engagement.

Commitment:

- 2 days per week (Monday–Thursday). Hours: 10:30 am – 6:30 pm.
- Duration: 4–6 months, with flexible extension.

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

- Hands-on experience in volunteer management.
- Opportunity to attend corporate and volunteer social events and network.
- Develop admin, communication, and coordination skills.
- Personal fulfilment from contributing to meaningful community initiatives.

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