



Women's ESOL Programme Intern

Purpose of the role:

To support the Women's ESOL team at the Baytree Centre through administrative assistance that ensures the smooth planning, coordination, and delivery of English language classes for women. The role helps the team maintain effective communication, track progress, and manage resources, contributing to an inclusive and welcoming learning environment.

Main responsibilities:

- Support with administrative tasks, including enrolment processes.
- Support the ESOL team with classes, including preparation and classroom assistance.
- Maintain accurate records of attendance and learner progress.
- Support data entry and filing of evaluations and assessments.
- Assist with Baytree's Everyday Digital and Stress Management workshops.
- Adhere to Baytree Centre policies and complete evaluations as required.
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Strong organisational and administrative skills.
- Attention to detail and accuracy in data handling.
- Good communication and interpersonal abilities.
- Proficiency in Microsoft Outlook and Excel.
- Reliable, punctual, and able to manage time effectively.
- Comfortable in a multicultural environment.
- Flexible and willing to support a variety of tasks.
- Interest in education, community support, or women's empowerment.
- Knowledge of a second language is desired (e.g. Spanish, Portuguese, Arabic, French).

Commitment:

- 2–4 days per week (Monday–Thursday), 10:00 am – 5:00 pm.
- 4 to 6 months during term time, with flexibility to extend.

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

- Gain valuable administrative and organisational experience.
- Develop transferable office and communication skills.
- Contribute to a meaningful community-based programme.
- Be part of a supportive and inclusive volunteer team.

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