



Women's Service Intern

Purpose of the role:

Assist Baytree's Women's Service team with administrative tasks, event coordination, and direct engagement with service users and volunteers. You will help coordinate and assist in delivering workshops and activities that empower women and girls, while contributing to a welcoming and inclusive environment. This role provides valuable hands-on experience in the charity sector and community education settings, allowing you to develop practical skills in administration, communication, and programme delivery, and gain insight into women's services and community-focused work.

Main responsibilities:

- Provide admin support, including data entry and record-keeping.
- Help plan and deliver events and workshops.
- Communicate with service users and volunteers.
- Prepare materials and resources for activities.
- Assist with feedback collection and basic monitoring tasks.
- Maintain a welcoming, inclusive environment.
- Follow Baytree's policies and procedures.
- Complete volunteer questionnaires and evaluations as needed.
- Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Good communication and organisational skills.
- Confident using Microsoft Office.
- Friendly, reliable, and proactive.
- Able to work independently and as part of a team.
- Interest in women's empowerment and community work.
- Respectful and inclusive approach.

Commitment:

- 2 to 4 days/week (Monday–Thursday), 10:00 am–6:00 pm.
- Duration: 4 to 6 months, with the option to extend.

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

- Real-world experience in the charity sector.
- Development of admin and people skills.
- Insight into women's services and community learning.
- Personal fulfilment and social opportunities.
- Supportive, values-driven environment.
- Inclusion in social events, offering opportunities to build connections with other volunteers.

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