



Youth Service Intern

Purpose of the role:

Your role is to support the Youth Programmes Coordinator at the Baytree Centre in delivering our GEMS programme, which provides after-school clubs and activities for young people and their families. You will help ensure the smooth running of sessions, engage positively with participants, and contribute to building a safe, welcoming, and empowering environment.

Main responsibilities:

- Work closely with the programme coordinator to plan, support, and sometimes lead after-school clubs.
- Accurately input and maintain data and records on Baytree's internal database.
- Assist in designing promotional materials such as posters, leaflets, and timetables.
- Conduct focus groups and surveys to gather feedback from the girls and young people using the service.
- Run errands and source resources needed for activities.
- Engage positively and respectfully with the young people and families accessing the centre.
- Support the Youth Team with any additional tasks necessary to ensure smooth service delivery.
- Follow all Baytree Centre policies and procedures.
- Complete volunteer questionnaires and evaluations as requested.
- 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.
- Ability to work independently with minimal supervision.
- Good time management and organisational skills.
- Reliable, punctual, and committed.
- Interest in working with children, young people, community development, or social care.
- Flexibility and willingness to assist with a variety of tasks as needed.
- Experience working with young people or volunteering is desirable.
- Knowledge of a second language (e.g. Spanish, Portuguese, French, Arabic) is a plus.

Commitment:

- 2 to 4 days per week, Monday to Thursday.
- Hours: 10:30 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.*

- Gain practical experience working in youth services and the charity sector.
- Develop skills in group facilitation, data management, and community engagement.
- Contribute to positive outcomes for young people and families.
- Opportunity to attend volunteer social events and network.
- Valuable insight into alternative educational and community support settings.

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