



Supported by

REGENERATE

CHARITY MANAGEMENT INTERNSHIP

Full-time. 1 year

Regenerate is looking to recruit a Charity Management Intern to work full-time at its SW London base for 12 months commencing in early September (no later than Sept 14).

This internship will suit anyone keen to gain valuable experience working in a small organization and interested learning about all aspects of running a youth charity. The internship will include both formal and on-the-job training and will also include at least one Regenerate overseas trip. It is ideally suited to someone starting out and keen to develop a career in a similar field.

Background:

Regenerate is a youth and community charity formed in 2000 with a focus on serving children and young people (mainly 8 – 25 years of age) and their families in Roehampton and other housing estates across SW London, helping transform lives and communities from the inside out. It works alongside those young people and families who may be experiencing a range of challenges such as: financial hardship, behavioral or educational difficulties, antisocial behavior, at risk of / getting involved in gangs or crime and unemployment. As part of its mission to provide employment opportunities, Regenerate opened The Feel Good Bakery (a Community Interest Company) in 2014.

Purpose:

Thanks to funding from the Jack Petchey Foundation, Regenerate has created a unique opportunity for an individual to gain invaluable and varied experience working for a leading youth charity. The intern will join a dynamic team and work across all areas of the charity having structured training and hands-on experience learning about different aspects of the charity's work.

Regenerate is dedicated to making the year-long programme exciting and rewarding. Its success depends on both Regenerate and the intern working hard together to achieve the best results possible.

Reports to:

Finance & Operations Lead
(overall responsibility for Internship programme)

Responsibilities: The intern will be required to:

- carry out agreed duties and tasks (below) to the best of their ability, seeking support from members of Regenerate's staff as required.
- represent Regenerate to its stakeholders (beneficiaries, customers, members of the public, funders and partners) in the best possible light, reflecting and promoting Regenerate's values to the outside world.
- work at all times within the policies set out by Regenerate to include Health & Safety, Conduct etc (these will be covered in the induction).

Duties: Over the 12 months, the intern will

- Gain experience working across all Regenerate departments in a wide range of tasks, including :
 - general office duties, including fielding phone and email enquiries,
 - general administration duties
 - assisting management of youth club and other sessions
 - supporting the operations of Regenerate and The Feel Good Bakery
 - working with mentors and young people
 - coordinating research and evaluation,
 - assisting at functions and events
 - taking a lead in project management
 - accompanying young people on trips
- Undertake a successful induction into Regenerate company policies, office systems including office equipment, IT systems, general access and Regenerate office set-up
- Attend meetings with all departments either as part of general responsibilities (as above) or as part of personal/professional development to understand the different elements of running an organization, including but not limited to strategic management, finance and administration, fundraising and planning, service management, project management, HR and operations
- Participate in training, company meetings and debriefs with all Regenerate staff
- Represent the organisation as appropriate
- Undertake training to gain and improve communication and IT skills as well as specific skills in learning how Regenerate as a company works, eg. to include company administration, finance and accounting, sales, building management, best practice policies, etc
- Maintain the security and confidential status of all information so designated and to conduct all activities in a professional manner at all times
- Undertake any other duties as may reasonably be required in the above post

Outline of Terms and Conditions

Dates	The internship is for 52 weeks, <u>starting on or before Sept 14, 2018</u> The intern must be available to attend a conference with Jack Petchey Foundation on <u>Sept 27 - 28</u> with overnight stay (arranged and paid for).
Review and Notice	The internship will be subject to regular review with weekly meetings to monitor progress. Although the internship is expected to run for 52 weeks, both Regenerate and the intern have the right to terminate this agreement at any point. Both parties have a duty to report any difficulties which may occur at the earliest opportunity to their line manager or the CEO. Such matters will be dealt with in confidence.
Hours of Work	35 hours per week This will be scheduled in advance to include a certain amount of office hours as well as evening work during term times. There may also be occasional weekend work.
Location	Mainly Regenerate offices at Ashburton Youth Centre and in the local area as required. Occasional travel as required to fulfil training and personal development programme. The intern would also be expected to join at least one Regenerate trip abroad.
Time off:	The intern is entitled to 4 weeks holiday plus bank holidays in line with Regenerate's holiday policy. Holidays as mutually agreed.
Salary:	£19,890 Paid at London Living Wage £10.20 / hour, subject to incremental increase in LLW in April 2019.

To apply:

Please complete the application form and equal opportunities form and email them to: toby@regenerateuk.co.uk

Closing date : Wednesday August 15 at 5pm

Shortlisted applicants will be expected to attend an interview at Regenerate's offices in SW London on Tuesday August 28.

It is assumed that all applicants are free to attend the interview on August 28 and to start work on or before September 14. Please state in your cover email if this is not the case.

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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Educated to minimum A level or equivalent standard	
Experience	At least 3 months working in a business environment	
Knowledge	Basic knowledge of IT software including Microsoft Word and Excel	Knowledge of all Microsoft office applications Experience of working on database
Skills & Abilities	Good written and verbal communications skills Good numeracy skills Well organized and efficient Ability to work as part of a team Proven ability to multi-task and work calmly under pressure	Experience of customer facing role Experience of managing a budget
Personal Attributes	A heart for working with young people Self motivated A positive, 'can do' attitude and willingness to learn Good team player and enthusiastic Good time management	A strong desire to use the internship for future career development.

All evidenced through application questions and/or at interview.