

Project Support Intern

Posting date:	18 August 2021
Salary:	£8.36-8.91/hour (NMW. Specific salary depends on age) per hour
Hours:	Part time
Closing date:	We encourage you to apply as early as possible. We are reviewing applications as they are received.
Location:	The role will be performed partly remotely and partly in a London office (1-2 days a week)
Company:	United Way UK
Job type:	Kickstart
Job reference:	123456

Summary:

This Kickstart placement is delivered in partnership with Generation, a UK registered charity delivering tailored programmes to recruit, train and place unemployed people into work.

To apply, you must be aged 16-24 and you must be a Universal Credit customer.

Who you'll be joining

United Way UK was established in 2014 as a national charity with the aim of providing support to local communities to ensure every family and every individual can reach their full potential through good education, financial stability, and healthy lives. We encourage people and organisations to support the local communities in which they live, work, and raise their children, through recognising each community's specific needs, resources and expertise.

We are part of United Way Worldwide, the world's largest privately-funded non-profit organisation, present in 40 countries and in more than 1,400 communities.

United Way UK seeks to employ a workforce that reflects the diverse community at large; because we value the individual contribution of people, irrespective of gender (including gender reassignment), age, marital status, disability, sexual orientation, race, colour, religion or national origin.

What you'll be doing

The Project Support Intern will provide key support to the programmes team in the design and delivery of the charity's community programmes.

The Project Support Intern will support the team in a broad variety of tasks

Your day to day will include:

* Providing project support for our major programmes such as our Reading Oasis, Give Local, and Corporate Volunteering programmes

* Researching and compiling information related to our programmes and local community needs

* Providing support in impact measurement, evaluation and learning tasks

* Supporting in communicating programme success through assisting in the preparation of case studies, reports, news articles

* Support fundraising activities through event management, grant applications, and relationship management

Where and how you'll be working

This job involves working from various locations. The role will be performed partly remotely and partly in a London office (1-2 days a week)

We are a small team, entrepreneurial and the pace is fast. We are informal and professional, we prize collaboration within the team and with external partners, and we are always looking to deliver high quality work.

Location

The role will be performed partly remotely and partly in a London office (1-2 days a week),

Contract Duration

This is a 6 month job placement starting: ASAP

Working Hours

This job is 25 hours per week.

Working hours will be Open to flexible working arrangements from Monday to Friday, from 9am to 5pm

Hourly Rate

£8.36-8.91/hour (NMW. Specific salary depends on age) per hour.

Additional employability support

And, as this is a kickstart placement you will also receive lots of support from Generation. Generation in the UK is part of a global non-profit with expertise supporting young people on their career journeys. To date almost 40,000 people have graduated from Generation programmes.

Support during your placement will include:

- Basic skills training including pointers on onboarding, teamwork, timekeeping, etc...
- Career coaching to help you set goals, action feedback, explore careers you are interested in, and develop effective mindsets
- Help building your CV and preparing for interview

This will be delivered through a mixture of:

- Bitesized online modules classes with tasks to complete during the 6 months
- One to one career coaching
- Group workshops

Additionally there will be opportunities to learn and grow on the job and United Way UK commits that We offer flexible hours and the opportunity to get a view into CSR through working closely to corporates' social responsibility teams. The person will be given training and development opportunities, including coaching sessions and training courses offered by United Way Worldwide's network.

Skills required

The only requirements to qualify for this role are:

English native or proficient level

Excellent writing skills

Advanced Microsoft Office skills (Excel, Word, Outlook, Powerpoint).

You are likely to succeed in this role if:

You're an organised, detailed oriented and self-motivated professional, able to manage multiple projects while staying focussed on your goals.

You have excellent communication and interpersonal skills and the ability to effectively build and develop relationships with a wide range of people.

It would be an advantage to have the following:

Experience leading or supporting the delivery of community programmes.

Knowledge of Office 365 and/or Salesforce CRM.

How to apply

If interested, please either get in touch with your work coach and ask to be referred, or complete this application form:

https://docs.google.com/forms/d/e/1FAIpQLSefzqgTp7ZwgmJrfSx7NtrckY0bDvYaRYxcFBx_YsX4C5uN4A/viewform

Apply by

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