



Integrate UK Project Intern

Hours of work: To be agreed

Salary: £12.60 / hour

Accountable to: CEO

Place of Work: Unit 6, Montpelier Central, Station Road, Bristol, BS6 5EE

Type of Contract: Part time, temporary

The role of Project Intern is varied. You will be planning and delivering workshops, establishing a Youth Led Equalities Council in our partner schools, mentoring and supporting young people and carrying out administrative tasks associated with this role. Over the course of the internship you will learn and use many new skills including organisation, creativity, leadership and communication. You will be mentored by one of our Project Leads and the CEO and you will learn about the structure and day to day running of a charity.

Post Objectives

- To co- deliver weekly workshops to the new Project Fearless cohort using Integrate UK resources. Topics are related to gender and racial inequalities.
- To offer support, advice and mentoring to the younger youth members.

Job description

1. To co-facilitate workshops with the project workers.
2. To build constructive and professional relationships with young people with the aim of supporting their personal and social development.
3. To encourage the young people to take on responsibilities and where appropriate, leadership opportunities.
4. To work with the project team to plan and organise workshops and events including the Integrate annual Youth Conference.
5. To attend and participate in key events including the Youth Conference, film shoots and board meetings.
6. To facilitate Youth Board meetings.
7. To build constructive relationships with relevant stakeholders and partners.
8. To ensure that all activities are undertaken in line with Integrate UK's policies.
9. To understand and follow health and safety procedures.
10. To be alert to potential safeguarding issues and concerns, reporting any concerns immediately to the Integrate CEO and act upon instructions in this regard.

11. To travel around Bristol and occasionally the rest of the UK to meet the travel requirements of the role.
12. To undertake an enhanced DBS check with Child Barred List check which is a requirement for this post.
13. To perform any other duties requested by the Project Team or CEO that are appropriate for the level of this post.

Person Specification

	Essential	Desirable
Completed A levels or equivalent	X	
Knowledge of issues affecting racialised / minoritised young people, including violence and abuse against women and girls (VAWG), gender and racial inequality, racial discrimination.	X	
Ability to positively engage young people from diverse social, religious, cultural and economic backgrounds.	X	
Independent research and planning skills.	X	
Punctual, reliable, responsive and committed to the project.	X	
Ability to maintain a professional attitude and boundaries in working with young people, including use of language	X	
Excellent communication skills, both written and verbal	X	
Ability to develop effective relationships with partners and Stakeholders and to represent Integrate positively at all times.	X	
Good administrative and organisational skills with attention to detail	X	
Computer literate with practical skills on MS Word and Powerpoint	X	
A commitment to promoting equal opportunities and diversity in all work practices	X	
Ability to adhere to all relevant Integrate UK Policies	X	