



## Youth Activities Intern (Croydon)

**Young Roots is a small charity that supports young refugees and asylum seekers in Brent and Croydon.** We are looking for a **Youth Activities Intern** to assist in running a range of activities supporting young refugees and asylum seekers in **Croydon** from Jan 2018.

Interns are an invaluable part of our small team and will have the opportunity to gain experience of direct work with young refugees, asylum seekers and vulnerable migrants in our youth groups, peer support schemes, Saturday trips and holiday activities, as well as assisting with administration, project planning and monitoring and evaluation tasks. The position is unpaid, but travel expenses within Greater London are covered. All interns will need to provide 2 references, undergo a Young Roots DBS check and attend Young Roots safeguarding training.

### ROLE INFORMATION

**Work Days:** Tuesdays 10am – 6pm, Wednesdays 10am – 5pm; Thursdays 12 – 8pm

**Work place:** Croydon office, various activity sites in Croydon and potential travel around London

**Commitment:** 6 months, part time (3 days per week)

**Start date:** Tuesday 9<sup>th</sup> January 2018

### ROLE DESCRIPTION

1. To assist the Project Worker and Project Manager to plan, prepare and run a range of activities that support young refugees and asylum seekers. These currently include:
  - Extra English help through the peer support project (Wednesdays)
  - A mixed youth group (Thursdays)
  - Holiday and weekend activities, locally and around London (Feb half term, Easter)
2. To assist with a range of office and administration tasks
3. To take part in setting up activities at start of sessions and clearing up and evaluating activities after sessions end.
4. To work with staff to contribute to monitoring and evaluating the outcomes of the Activities
5. To make cross referrals between the youth group and peer support group.
6. To attend project planning, team and debrief meetings as agreed with project staff
7. To work with young people to plan and facilitate activities, such as sports, cooking, crafts or outings.
8. To report any problems, accidents or concerns to project staff
9. To read, understand and agree to Young Roots' child protection/safeguarding policy.
10. To attend and take part in training as agreed with your manager.
11. To attend and take part in supervision meetings with your manager every 6 weeks
12. To inform project staff immediately if you are unable to attend one or more session, or if you will be late.

## PERSON SPECIFICATION

<i>CRITERIA</i>	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good organisation and administrative skills</li> <li>• Good ICT skills</li> <li>• Good team working skills</li> <li>• Good leadership skills</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to work independently</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with refugees and asylum seekers</li> <li>• Experience of working with young people in a busy group setting</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of child protection issues</li> <li>• Ability to navigate London's public transport system</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak refugee community language(s)</li> </ul>
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and commitment to working with young refugees and asylum seekers</li> <li>• Interest in working with young people aged 11-25 years old in a group setting</li> <li>• Commitment to Young Roots' values and youth participation statement</li> <li>• Reliable and punctual</li> <li>• Willingness to take part in training</li> <li>• Willingness to undergo an enhanced DBS check</li> <li>• Willingness to volunteer part-time for 6 months</li> <li>• Available to work on the days and times specified in the job ad</li> </ul>	

## RECRUITMENT INFORMATION

**Deadline:** 5pm, Monday 11<sup>th</sup> December 2017

**Interview date:** Tuesday 19<sup>th</sup> December 2017

**Start date:** Safeguarding training on Tuesday 9<sup>th</sup> January 2018

Please email completed application forms to Michele Kirschstein ([London@youngroots.org.uk](mailto:London@youngroots.org.uk)) by the deadline above specifying which internship and location you are applying for. (Please note, you are welcome to apply for more than one of the roles but only have to complete one application form)