

## **Clore Social Leadership - Team Intern: Job description**

### **Introduction**

Clore Social Leadership identifies and develops exceptional leaders who will change the world around them. We provide high quality training, coaching and powerful networks to ensure that the UK has the social leadership it needs today. Over the last 10 years we have developed a reputation for excellence and our Fellows lead change in fields from financial inclusion to dementia care, international development to housing, and they include social activists, entrepreneurs, charity CEO's and senior managers.

### **The role**

We are seeking an intern to carry out a wide variety of tasks designed to ensure the smooth running of small but dynamic team and support the administrative tasks involved in delivering our leadership programmes. The intern will work closely with the Programmes team and the Operations Director.

### **Why join us?**

This is an exciting role for someone wishing to learn about the social sector, poverty, justice and public service. As an intern at this respected charity, you'll have the opportunity to take part in everything from programme and events management to communications and Trustee board meetings. You'll get a good understanding of the breadth of the social sector, and how people and organisations are working toward social change and social justice. You'll meet Clore Fellows from all sectors and you will develop a good understanding of what it means to be a 'social leader'. You'll also work as part of a small but committed team.

We take development of people seriously, and will work with you to find opportunities, develop your skills and experience during your time with us.

### **Key Responsibilities:**

#### **Programmes Support**

- Contribute to the management of all programme processes and procedures to deliver high quality learning experiences (we use Salesforce as our main database);
  - First point of contact for all emails from applicants, participants, facilitators and venues
  - Maintaining files and important records
  - Updating databases and mailing lists
  - Managing programme enquiries, ensuring all questions are responded to in a timely manner and when necessary queries escalated to the wider team
  - Managing the application process for all programmes
  - Logistical planning for residentials and celebration events
  - Research and information gathering; the production of documents, presentations and reports

#### **Team Support**

- Provide proactive support to wider Clore Social team:

- Collecting, monitoring and evaluating data
- Supporting the delivery of online learning, including uploading content and engaging with participants
- Taking minutes in meetings and ensuring they are circulated in a timely manner
- Escalating important information and enquiries to the appropriate senior staff member
- Creating and managing a schedule of programmes and events

### **Project Management**

- Take a lead on one or more specific projects according to the need of the organisation and interest of the appointed intern

### **Person specification**

We are looking for a graduate wishing to pursue a career in the voluntary sector, someone passionate about making a difference and building a stronger social sector. They will be:

- Focused: Self-sufficient, conscientious, well organised with a focus on completion and delivery
- Supportive: Good at working with people
- Empowered: Confident and assertive
- Effective communicator: Highly literate and numerate
- Driven: Motivated and energetic
- Curious: Commitment to learning and continuous improvement
  
- Experience with organising projects or events (desirable)
- Experience working in an office environment (desirable)
- Great attention to detail
- Cheerful manner, on telephone and in person
- Confident and competent in the use of digital tools and excellent IT skills

### **Reporting relationships**

You will report directly to the Operations Director and also work closely with the Director of Programmes and Leadership Innovation. From time to time you may be asked to carry out tasks on behalf of other team members, as well.

### **Hours and place of work**

The post is for five full days each week, normally within office hours (9.30am to 5.30pm), amounting to 35 hours per week. Some flexibility is necessary as you may need to attend evening events and nights away at residential events

The internship is expected to last for **6 months**, starting in April / May 2018.

The office is based at Kings Place, 90 York Way, London, N1 9AG.

### **Pay and benefits**

This role will be paid £20,000/year and is entitled to 25 working days holiday each year (pro rata) in addition to statutory holidays.

Clore Social Leadership is committed to a policy of equality and diversity.

Registered charity number: 1136727