

JOB DESCRIPTION

Job Title	Central Resources Intern (Internship)
Location	London Scottish House, Westminster, London
Reports to	Central Resources & Relationships Manager
<p>Main Purpose of the Role: (Job Summary)</p> <p>The Central Resources Intern will work closely with the Central Resources team (5-7 team members) to support the inner workings of the Trust. A key aspect of this role is to take on important administrative tasks, including supporting the proactive management of external partners and capturing, managing, and utilising various types of data to support the delivery of business needs.</p> <p>We are seeking an individual who is passionate about young people and seeking to gain valuable experience in the workings of a growing charity.</p> <p>As part of this role, you will be part of the Jack Petchey Internship Programme with 30 other interns from different youth organisations in London and Essex. This development programme will involve you attending The Jack Petchey Internship residential launch conference, training workshops, and learning events that will take place in person in London. You will also be matched with a mentor from another organisation to support you in your professional development. The mentoring can take place in person or remotely. You will receive an extra training bursary of £1,000 for approved training. You will be expected to take full part in this programme alongside your role at Construction Youth Trust.</p>	
<p>Key Tasks and Responsibilities (training provided where required):</p> <ul style="list-style-type: none"> • Support crucial administrative processes at the Trust, helping us to implement our organisational strategy as per our ambitious Business Plan & organisational roadmap. E.g. • Producing and assisting the creation of reports collating Trust data, supporting various key business functions across the Trust, whilst applying techniques for data analysis, data visualisation and presentation. This includes both ad-hoc and generic data analysis reports, as and when appropriate (specific training provided) • Supporting the design and implementation of processes that ensure the Trust are capturing relevant data effectively and efficiently. • Supporting the manipulation and interpretation of the Trust's data, applying the organisation's standards, policies and procedures to data management activities. • Using the Trust's bespoke Salesforce CRM system to create reports that track beneficiary and volunteer engagement (specific CRM training provided) • Extracting and analysing evaluation data from Salesforce CRM to evidence the impact of our activities on young people we work with (specific CRM training provided) • Where needed, supporting the Central Resources Manager to liaise with our key employer partners, developing and managing relationships and helping to facilitate in-kind support. • Providing support in contacting young people to gain/maintain their engagement in activities including programmes, work experience, etc. • Representing the Trust at relevant industry and non-industry events • Other duties as agreed by Central Resources Manager <p>Safeguarding: Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.</p> <p>CRM: Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.</p>	

Person Specification – Central Resources Intern

- Good educational attainment or equivalent experience: Level 3 (BTEC, A-Level, etc) or equivalent essential
- No prior experience required, however, we welcome applicants with volunteering or work experience in the charity sector, as well as applicants with an interest in data and IT
- Drive, energy and self-motivation, and a 'can-do' approach
- A genuine enthusiasm for creating opportunities for young people, particularly those facing barriers to work
- Excellent communication skills, both written and oral, including:
 - Confidence in telephone communication
 - Ability to communicate professionally with a range of people including
- A positive approach to engaging all stakeholders
- Multi-tasker, good team-worker and organised
- An eye for detail
- A commitment to safeguarding and promoting the welfare of children and vulnerable adults
- IT literate

The successful applicant for this position will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I confirm that I have read the above job description and I fully understand and accept the role and responsibilities as described.

Job Holder: (Name/Signature)

Date: