



Youth Voice and Engagement Intern

Charity Number: 1130066



Job Description

Location	Caius House, 2 Holman Road, London, SW11 3RL
Position Type	Full time, 1 year fixed term internship - 35 hours per week
Duration	1 year funded post - Funded by Jack Petchey Foundation
Reports to	Youth Operations Manager
Start Date	On or before 17th March 2025
Salary	£25,207 (London Living Wage)

About Caius House

Caius House (pronounced 'Keys') is a youth community hub in Battersea providing stigma-free, open-access for 8-21 year olds alongside targeted programmes. We provide mental/emotional support to give the young people of Battersea confidence to fulfil their potential. We have a rich history dating back to 1887 when a group of undergraduates and fellows from Gonville and Caius College Cambridge rented a house in Battersea and started a College "settlement" where former undergraduates from the College lived and ran a range of clubs for local residents. To this day, Caius House is at the centre of our community and operates to serve the local young people of the Battersea community who are the most needing of our support and provisions.

Our aim is to unlock the potential of the young people that come to us, supporting them in the transition between childhood and adulthood offering improved wellbeing, enhanced social and emotional skills and raised aspirations. Our plan for sustainability focuses on user-led service design and increasing community ownership, attracting partners to deliver from our centre

offering structured pathways of support for young people and their families around employability and enterprise, mental health and learning difficulties.

About the Role

Caius House is growing and upscaling its activities to reach and support more young people each year. Because of this, we are looking to recruit an Youth Voice and Engagement Intern to work closely with our youth workers to grow our reach across the community, helping young people engage and stay engaged whilst ensuring they have the most positive and meaningful experience at Caius House. You will be pivotal in gathering of youth voice and engaging with local young people. The role is full-time, which has been funded by Jack Petchey Foundation for a period of 12 months, and spans community engagement work & projects.

About Jack Petchey Internship Programme

This internship has been made possible through the Jack Petchey Foundation and 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 (23rd – 24th April 2024), 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 Caius House.

Key Responsibilities

- Engage with young people to gather their input, ideas, and feedback on various projects.
- Assist with the development for new activities and programmes
- Facilitate and lead discussions and group activities with young participants.
- Collaborate with the communications team to design and implement outreach strategies.
- Manage social media accounts and create content to promote youth engagement activities.
- Support with the creation and distribution of the newsletters
- Conduct research on youth-related issues, trends, and best practices
- Prepare reports and presentations summarising research findings and recommendations.
- Assist in administrative tasks related to youth programs, such as scheduling, record-keeping, and data entry.
- Support the development and maintenance of a youth engagement database.
- Collaborate with other organisations, community groups, and stakeholders to strengthen youth engagement opportunities.
- Assist in establishing and maintaining partnerships with schools, youth clubs, and local authorities.

Skills & Experience - Essential

- A passion for youth empowerment and community engagement
- Enthusiasm, creativity, and a willingness to learn
- Strong communication and interpersonal skills
- Excellent organisational and time management abilities
- Basic research and analytical skills.
- Excellent English & writing skills & attention to detail
- A collaborative attitude and the ability to work effectively as part of a team
- Proficiency in using Microsoft Office Suite or equivalent (Word, Excel, PowerPoint)

Skills & Experience - Desirable

- Proficiency in using social media platforms
- Knowledge of local youth issues
- Knowledge of design software
- Previous volunteering or working with young people
- Knowledge of the local community/area
- Previous volunteering or working in research/journalism

Next Steps

To apply for this role, please send us the following:

- A **covering letter** (no more than 1 A4 page) telling us:
 - Why you would be interested in working with young people?
 - What it is that excites you about this internship as described in this job pack?
 - Tell us about any relevant experience you could bring?
 - What do you hope to achieve and learn through this year's internship?
- A **CV** outlining your experiences and qualifications

If you have any questions regarding the role, you can contact Delrita Agyapong, Caius House on del@caiushouse.org.

All applications should be sent to Delrita Agyapong at del@caiushouse.org by the closing deadline – 1.00pm, Friday 7th February 2025.

Please note that the successful applicant must be able to:

- **Start this internship on Monday 17th March 2025.** There is no flexibility on this start date.
- Provide the names of two people who can provide references (one should be a personal reference; the second should be a work or academic one). We will not contact any references without your written approval to do so.

Timeline

Friday 10th January – Internship advertisement goes live

Friday 7th February (1.00pm) - Deadline for applications

Monday 10th February – Shortlisting of candidates for interview

W/C Monday 17th February - Interviews (held in person at Caius House, SW11 3RL)

Friday 21st February – Verbal offer made to successful candidate

W/C 24th February – Formal written offer made, references secured, DBS check and written contract approved

Monday 17th March – Internship commences.

NB. If you require any reasonable adjustments to be made through this process, please contact del@caiushouse.org

Note: This person specification is intended to outline the key skills, and qualities required for the Operations Manager role. It is important for candidates to demonstrate a strong alignment with the organisation's mission and values, as well as a genuine passion for engaging with and empowering young people.

Caius House is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We encourage applications from underrepresented groups and are committed to creating an inclusive and diverse work environment.