

## Paid Role: Charity Internship

Salary: London Living Wage (£13.85 per hour)

6 month fixed term contract, 40 hours per week Monday to Friday



## About Us

The Children's Book Project is a registered charity that directly tackles inequalities in well-being, self esteem and educational outcomes amongst children by gifting beautiful, contemporary books to young people with very few books of their own. We plan to gift over 450k pre-loved, carefully curated books to children across the UK this academic year including via schools, food banks and women's groups and we work hard to ensure the relevance and appeal of every book gifted. We have a wonderful team of both volunteers and paid staff who work with passion to put books into the hands of children who might not otherwise have access to book ownership.

## The role

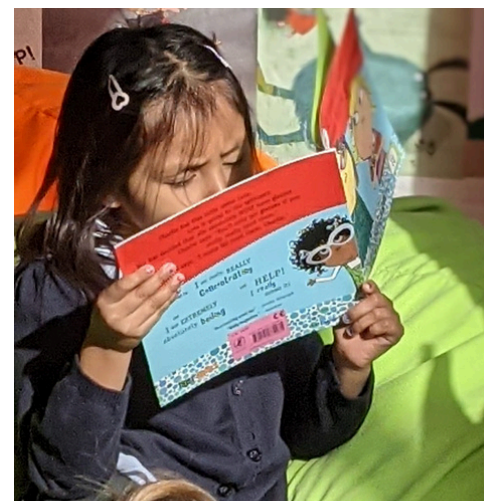
We are recruiting an Intern who will join the charity for six months, playing a key role in our London HQ delivery team.

Working as part of our Operations Team in W10, you will help to set up and run three sorting days each week during term-time: training and supporting corporate volunteers so that they understand the value they bring to our work and are able to contribute effectively.

You will help develop our nationwide primary schools partnerships, liaising with practitioners so that every child in these schools can have the most positive experience. This key aspect of your work will be carried out primarily from home but will include a number of school visits.

This role presents an opportunity to make a real and lasting impact on both our volunteer and schools programmes. It is an opportunity to gain operational experience in a dynamic charity setting and develop a variety of transferable skills:

- Lead book sorting events as part of a team, briefing and training corporate volunteers to deliver a variety of tasks.
- Help sort, organise and box books.
- Communicate the value to volunteers of their contribution.
- Manage required outputs for each event, planning and scheduling tasks and coordinating timings accordingly.
- Support regular Children's Book Project volunteers to ensure their fullest involvement and ability to contribute.
- Quality control outputs and work with the Warehouse Manager to ensure the space is used efficiently and safely.
- Help to develop a new schools liaison programme that will ensure every literacy lead can put on the most efficient gifting programme
- Implement this programme including calls and visits to schools.
- Use Google sheets and our own Salesforce platform to report



## Who we are looking for

Firstly, that our aims and ethos really resonate with you.

We're looking for people who are confident at speaking to groups of people of all ages and levels of seniority. We need people who will be ambassadors for the charity, clearly able to articulate what needs to be done and why in a friendly manner. You will have a flexible and proactive approach and the ability to work to target-oriented deadlines. You will enjoy working with a variety of people from inside and outside the organisation and able to enthuse others about our work and the value of their contribution.

You should be an 'all-rounder', able to organise and motivate others and also pay attention to detail. You should be able to work as a member of our team with good interpersonal and collaborative skills and to establish rapport with individuals across the organisation and externally.

This role will be well supported by all members of the team but following training you should be willing to take responsibility for aspects of our day to day delivery in W10 working as one of our Team Leaders.

As part of our schools liaison team you will need to be able to work independently and to be goal-oriented, working across 120 primary schools in Birmingham and Leeds. You will be enthused by the opportunity to positively impact schools' delivery and to influence the experiences of children and young people participating in book gifting events.

As we actively seek to increase the diversity of our team, we welcome candidates that can contribute diversity in its widest sense, including diversity of background, life experience and career, if relevant. We know that different voices, ideas and perspectives will enable us to deepen our impact. If you like the sound of this role but don't quite meet all of the criteria, we still encourage you to apply.

We particularly encourage applications from candidates who have childhood or adult experience of life on a lower income, and from Black, Asian and Minority Ethnic, LGBT+ and socially diverse candidates.

## What we will give you

We are a collaborative organisation and will ensure that you are able to attend and contribute to both weekly / termly planning meetings and wider discussions about the charity's direction and development. We will provide training for all aspects of your role and will provide day to day support and a line manager. We will share with you the impacts of your contribution and will ensure plenty of opportunities to build relationships across our wider functions including fundraising, marketing and business development.

## Location and commitment

Location: Three days per week at the Children's Book Project HQ in W10 and two days home working.

Hours: 40 hours (Monday to Friday) including a paid lunch break.

