**Community Development Intern**

Employer: Queen's Park Community Council (<https://queensparkcommunitycouncil.gov.uk/>)

Contract Hours: Temporary, Part Time

Remuneration: £12p/h

Location: Queen’s Park, Westminster

**Details**

Queen’s Park Community Council is recruiting two Community Development Interns for a two/three-month term to help coordinate an exciting programme of community events and activities across Summer 2023.

Interns will be supporting the delivery of:

* QPCC's Summer in Queen's Park - a summer programme for local children and their families which includes activities such as cooking classes, archery, outdoor cinema, residential trips etc.
* Queen's Park Summer Festival - one of our annual festivals bringing together more than 2500 residents for a day of activities, live entertainment, food and much more!
* The Big Garden Clean up - coordinating corporate volunteers to help older and disabled residents clean up and maintain their gardens
* The Big Community Clean up - coordinating volunteers at a number of litter picking activities

Interns will also support with social media management, producing newsletters and e-bulletins, office administration and council meeting.

If you are comfortable taking lead, can work proactively in a team and have excellent communication skills, this is the perfect summer opportunity for you. There's also the opportunity to take on a full-time permanent role as the Community Development Officer after Summer!

**Starting date:** 1st July (or earlier, if possible)

**Renumeration:** £12ph (min 20 hours per week)

**Working days:** Flexible and may include some weekends and evenings, for which time off in lieu (TOIL) will be given. Activities will demand a physical presence,.

**Expenses:** paid according to expenses policy

**Job Description**

Projects and relationships

* To help deliver the Council’s Summer programme by supporting the management of various activities, supporting residents’ engagement, coordination volunteers and working collaboratively with other local organisations.

Communications

* Assisting with editing, producing a monthly e-bulletin and quarterly newsletter
* Managing the Council’s various social media channels
* Supporting the production of poster, flyers and other promotional materials

General

* Administrative work could include compiling agendas and minutes of meetings, actioning decisions.
* Producing project plans
* Diary management
* Office maintenance

This job description is not exhaustive and may be modified from time to time with agreement.

**Application procedures**

Please email a CV and cover letter to Shuwanna, properofficer@queensparkcommunitycouncil.gov.uk.

Shortlisted candidates will be invited to an interview.

**Person Specification**

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| **Heading** | **Essential** | **Desirable** |
| **Education,****Qualifications****& Training** | No formal qualifications required, although you will need good literacy & numeracy skills. | GCSE English and Maths |
| **Work****Experience** | Competent IT skillsExperience of dealing with social and community issues | Experience of servicing committeesExperience in agenda preparation, report writing, minute taking |
| **Knowledge** | Creative approach to problem solving  | Experience of project management/ event planningExperience of Social Media Management  |
| **Special****Aptitudes &****Skills** | Ability to work independently to deadlines and under pressureConfident public speaker and excellent verbal and interpersonal skills | Skills in researching, analysing statistics and writing reports |
| **Disposition &****Personal****Characteristics** | Ability to display confident professional manner when appearing in public on behalf of the councilAble to form good relationships and earn people’s trust and respect. Understanding the implications of confidentiality and the Data Protection ActAble to pay particular attention to detail and accuracyCommitment to Equity, Diversity and Inclusion and ability to relate to people from different backgroundsWillingness to ask questions and see advice and support when necessary |  |
| **Flexibility &****Responsiveness** | Willingness to work extra hours (paid) on an occasion when required Ability to work flexibly including some evenings and weekends |  |