

### **Session coordinating intern - 2 days a week unpaid**

We're looking for a sessional support intern to support the centre manager, ideally for a period of 6 months. Candidates need to be able to work at our Wednesday drop-in sessions as well as Tuesday to prepare for the session. The internship would suit someone wishing to gain experience of running a small charity or advice drop-in. This opportunity will also develop their understanding of the issues facing refugees, asylum seekers and other migrants in the UK and ways to provide advocacy and support to vulnerable migrants.

#### Tasks:

- To support the manager with the running of the sessions, including various administration tasks, setting up the session, administering our hardship fund, volunteer travel expenses and petty cash record keeping.
- Update information pack for volunteers and visitors and create new resources when required.
- Coordinate and support the kitchen team including scheduling food collectors, kitchen staff liaising with local food suppliers.
- Representation of HMC at external events and providing input to reports.
- Write and edit the weekly newsletter, prepare the social media and general maintenance of HMC website.
- Develop the volunteer scheme, help with volunteer recruitment/administration and induction of volunteers.

#### Desirable skills:

- Experience of running projects
- Knowledge of agencies relevant to the migrant/refugee sector
- Good administration skills, ability to use all Microsoft Office packages
- Experience of working with volunteers from a wide range of backgrounds
- Good communication skills
- Attention to detail

In return, HMC can offer you training on immigration and refugee issues, rights and entitlements.

If you are interested in this position, please e-mail Daf at [daf@hackneymigrantcentre.org.uk](mailto:daf@hackneymigrantcentre.org.uk) with your CV and a covering letter (max 2 sides of A4) outlining your interest in being an intern for Hackney Migrant Centre and why you feel you would be suited to the role, what skills you would bring and your availability.

Hackney Migrant Centre cannot pay a salary for these positions but will be able to cover travel and lunch expenses and training costs.