



## Admin, Operations and Volunteer Management Internship

**Purpose of role:** To support the logistics and management of the F&BF internship programme and gain skills and experience through a variety of admin, operations and volunteer management related projects.

F&BF's internship programme offers opportunities to individuals from different beliefs and backgrounds to gain experience of the interfaith/intercultural charity field whilst developing valuable skills for their future careers.

### Typical tasks include:

- Providing administrative support
- Supporting the recruitment, training and ongoing support of volunteer interns
- Organising events for current interns and the intern alumni network
- Developing and following internal systems for volunteer management
- Playing a key role in the development and coordination of the intern programme
- Managing the programme's social media presence

### What we are looking for:

- An interest in and passion for interfaith and intercultural dialogue
- A positive, sensitive and inclusive approach
- Excellent organisational skills and keen attention to detail
- Excellent written and oral communication skills
- Solid computer skills (including Microsoft Excel)
- Proven ability to complete research tasks
- Proven ability to work independently and take own initiative, and as part of a diverse team

### Supervision and support:

The Operations Manager will oversee and feedback on tasks, alongside supporting learning and development. Regular interfaith and skills-based training sessions are provided. Join a network of 200 former and current interns.

### Practicalities:

This voluntary role is for three or six months, three days a week, in our Kentish Town Office. Travel and lunch expenses will be reimbursed.

### How to apply:

We recruit every three months; for current vacancies, deadlines and details of how to apply please visit [www.faithbeliefforum.org/internships](http://www.faithbeliefforum.org/internships)

F&BF is a leading interfaith and intercultural charity that builds good relations between people from different backgrounds. We welcome applications from people of all faiths, beliefs and cultures.



**Ali Hussain**

### Admin, Operations & Volunteer Management Intern

I started my internship in April, on my gap year, and was due to finish in late June, but since I was enjoying myself and learning a lot I chose to extend it for another three months. During this time, it was Ramadhan. As a Muslim, I really appreciated how thoughtful everyone in the office was when I was fasting. But my favourite thing about Ramadhan was organising an interfaith iftar meal at the office. What impressed me most was the huge level of autonomy I was given; the ability to initiate and spearhead a project of my own, from start to finish, wasn't something I'd experienced elsewhere.

One of my biggest, and most rewarding, challenges during my internship was helping recruit the new cohort of interns in May. I desperately wanted to increase applicant numbers, but there was a lot of work to do. The experience taught me a lot about managing my time: a balancing act between adding value and meeting important deadlines. It really paid off — I helped us to achieve the highest number of applicants our internship programme has ever had!