



Admin, Office & Operations Internship

Purpose of role: To support the delivery of the Faith & Belief Forum's internal operations and gain skills and experience through a variety of admin, HR and office management tasks.

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 administration and support across the Operations department, including HR, Office Management and Finance
- Supporting with the delivery of our HR function including:
 - Staff recruitment and induction
 - Learning & Development
 - Performance & Reward
 - Employee Engagement & Relations
- Assisting with the organisation of internal events including staff away days and trainings
- Assisting with the smooth running of the office through office administration and departmental support
- Playing a key role in the development of our operational functions to support the growing staff team

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 Head of Operations 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

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.



Harriet Jordison

Admin, Office & Operations Intern

I had wanted to work at the Faith & Belief Forum since first hearing about it at university. The prospect of developing my professional skillset within an interfaith environment was exactly what I was looking for. I had studied Theology and was excited at being exposed to F&BF's work creating fun interfaith spaces.

My favourite project overall was writing the Employee Survey report. This involved analysing the data and using it to write a report comparing F&BF to the charity benchmark, as well as the previous year's results. This was an opportunity for me to develop my communications skills as I had to write two reports for two different audiences; Senior Leadership Team and the general staff. By working closely with the Head of Operations I learned so much about employee engagement. This was my first taste of HR and contributed to me wanting to pursue this as a career.