



Community, Events & Volunteer Management Internship

Purpose of role: To support the planning, delivery and development of F&BF's Community programmes which engage and upskill adults and community groups from different faiths, beliefs and sectors.

F&BF's Community programmes include: London Faith & Belief Community Awards, Faith in Barking & Dagenham, LGBT+Faith, and Internships. There will be opportunity to get involved in a range of our Community programmes.

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:

- Conducting online research relevant to our programmes
- Supporting with the planning and delivery of community meetings, events and trainings
- Building relationships with prospective stakeholders
- Playing a key role in the development and coordination of the internship programme
- Coordinating newsletters and social media for programme alumni
- Using Salesforce to update stakeholders' records

What we are looking for:

- An interest in and passion for interfaith and intercultural dialogue
- A positive, sensitive and inclusive approach
- Experience of/interest in community events and/or Equalities work
- Excellent written and oral communication skills
- Solid computer skills (including Microsoft Excel)
- Proven ability to complete research tasks

Supervision and support:

The Community team 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.



Anonymous

Community, Events & Volunteer Management Intern

Interning with the Faith & Belief Forum has been both a rewarding and challenging journey. I was juggling two courses at the same time as my internship, a part-time job, and being a mum to three children. However the team at F&BF were extremely supportive and encouraging.

All my tasks in the Community team were varied and interesting, and I learnt so many transferable skills that I can use for life. I did administration work, as well as attend and support at events.

I particularly enjoyed working on a volunteer recruitment project from start to finish, including organising an assessment day. Hearing candidates' excitement for being shortlisted was very rewarding!