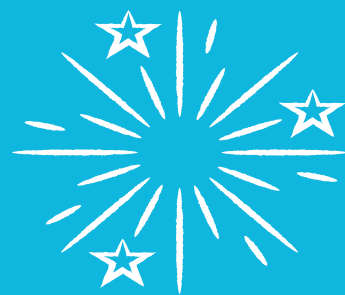


SMART
WORKS

Application pack for The Smart Works Diversity Internship Scheme

A ten week internship
11th January - 19th March 2021
Monday - Friday (9am - 5pm)
£86 a day
Based in London

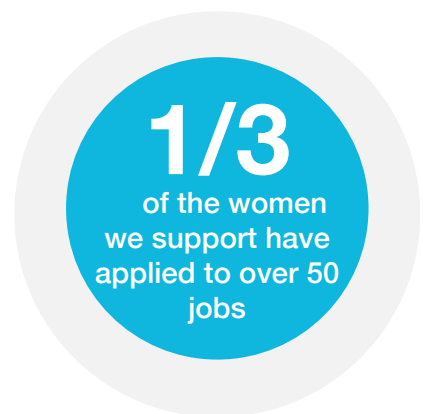
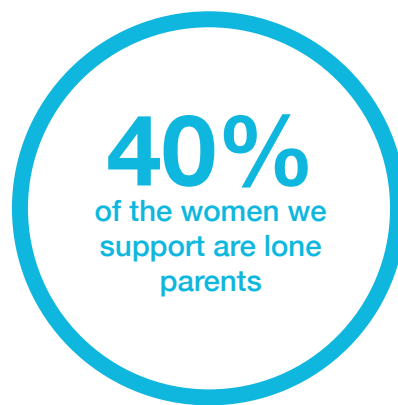


About Smart Works

Smart Works is a fast-growing UK Charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed.

After visiting Smart Works, 65% secure a job within a month, gaining financial independence and transforming their lives.

Smart Works has been voted Social Action Charity of the Year in 2017 and is honoured to have The Duchess of Sussex as our Patron.



17,000
WOMEN SUPPORTED
BY OUR SERVICE

65% go on to get the job within a month of their appointment



About the Diversity Internship

The Smart Works Diversity Internship offers people from diverse backgrounds the opportunity to see what a career in the charity sector is like. It puts talented individuals on a work placement within the Smart Works HQ team in London.

As a successful applicant, you'll get an insight into the broad range of opportunities available across the charity sector and see first-hand the operation of a dynamic service delivery Charity.

This ten week internship will run from Monday 11th January until Friday 19th March 2021 and will be paid at the London Living Wage (£86 a day).

This is a positive action scheme, in line with the Equality Act 2010.

What will you experience?

On the internship you'll have the opportunity to work across the different functions of Smart Works, including service delivery, fundraising and communications. You could be:

- Assisting with the delivery of our dressing and coaching service.
- Completing administrative tasks to support the smooth running of the Charity.
- Welcoming clients to our centres, answering the phone, confirming and following up appointments with the women we help.
- Providing support with important projects.
- Shadowing senior staff to understand their role in the Charity.
- Attending meetings and events with referral partners.

You will be allocated a Smart Works buddy who will help you settle in and make the most of your internship. You will also have an internship Manager who will direct your work during the programme.

General duties of a team member

Everyone on the Smart Works staff team is expected to fulfill these general duties alongside their main role.

- Represent the Charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team.
- Work collaboratively with all team members and take an active part in staff meetings and discussions.
- Carry out tasks required by the CEO and other senior members of the team from time to time.
- Adhere to our policies and procedures, and be an ambassador for our Charity.
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy.

Skills and personal attributes

You don't need formal work experience in the charity sector to apply for this internship. We want to find interns who are passionate about Smart Works and eager to learn.

We would love to hear from you if you are:

- Friendly and like talking with people
- A good team player, with a strong work ethic
- Curious and enjoy learning and trying new things
- A creative problem solver, who get things done
- Hard-working, with good attention to detail.

Eligibility

We are keen to encourage a diverse range of perspectives, skills, experience and knowledge within our Charity. For these internship opportunities, we are inviting applications from candidates who are from one or more of the following backgrounds:

- You have lived experience of the challenge posed by female unemployment. This can be either first-hand experience or experience through a family member or other close relation.
- You are from a Black, Asian and Minority Ethnic (BAME) background.
- You consider yourself to have a disability.

Logistics

- The internship will run from Monday 11th January - Friday 19th March 2021.
- The internship will be paid at the London Living Wage (£86 a day).
- Working hours will typically be 9am - 5pm, Monday - Friday.
- 5 days of paid holiday during the internship.
- Based across our two London offices, in Islington and Ladbroke Grove (with some flexibility).



How to apply

To apply for the Smart Works Diversity Internship, we ask that you complete the Diversity Internship Application Form and email it to recruitment@smartworks.org.uk by midday Monday 16th November. The form can be found here: <https://smartworks.org.uk/the-smart-works-diversity-internship-application-form/>

Successful applicants will be invited to participate in a first round interview the week of 23rd November, with final round interviews the week of 30th November.

All applicants must be at least 18 years old and eligible to work in the UK. All appointments are subject to receipt of two satisfactory references and completion of a basic DBS check (organised by Smart Works).

**WE ARE A COMMUNITY BROUGHT TOGETHER BY A PASSION
FOR THE SERVICE WE DELIVER AND THE WOMEN WE SERVE**

