

# Internship at Off The Fence

A unique opportunity for a candidate looking to obtain a solid work experience of up to a year at Off The Fence. The internship involves working on exciting, innovative projects, learning every day and gradually assuming more responsibilities subject to performance. The successful candidate will be provided with all the necessary training required for the role.

## Hours

Minimum of 3 days a week

## Benefits for interns

- A dedicated mentor to help you learn more, boost your confidence and give feedback
- A collaborative approach to aligning your experience with your career ambitions
- A set of life skills to include team working, using initiative and transferrable work skills
- An orientation week in September with OTF founder, Wendy Young
- An opportunity to complete 2 internally certified assignments during the year
- A potential source of great references to draw on when applying for jobs
- An opportunity to benefit from staff training, team meetings and staff rewards
- An opportunity to apply for job vacancies if they arise
- An opportunity to learn a wide range of job specific skills
- A chance to learn 'professionalism' – how to become client focused, including how to engage or speak with clients
- To get hands on experience by being involved in the planning and delivery of our work
- Learn planning skills, email management and meeting skills
- An opportunity to decide if this is a career path for you
- A boost to your CV
- A chance to deepen your faith and serve God's kingdom with other Christians, both staff and volunteers
- To receive encouragement, support, and appreciation for your contribution to the work of Off The Fence
- Not to be put in situations too far beyond your ability or confidence levels
- To work alongside OTF staff as necessary to build your confidence to a level where you should be able to operate without close supervision
- Reasonable reimbursement for your travel expenses
- Half price gym membership

37 Portland Road, Hove, East Sussex BN3 5DQ

01273 733566

office@offthefence.org.uk

www.offthefence.org.uk

Mayor's Charity 2020-23



**OFF THE FENCE**

# OTF Internship Agreement

To be signed by the intern and the employer (please make two copies).

## The Employer's Responsibilities

As the employer, I am aware that interns provide a useful service for our charity. It is therefore my responsibility to ensure that the intern will be:

- treated with respect at all times
- supported and trained appropriately for the tasks that they are asked to complete
- given as much access to learning and development opportunities as possible.

## The Intern's Responsibilities

As an intern, I appreciate the opportunity that has been provided for me through this internship and understand that it offers the chance to gain experience and display professional development. Therefore, I confirm that my responsibilities are to:

- behave in a professional manner at all times
- abide by the procedures and policies of the charity
- work hard and diligently throughout the internship
- complete the projects and assignments given to me in a timely and accurate manner.

### EMPLOYER

Print name:

Sign:

Date:

### INTERN

Print name:

Sign:

Date:

