Generalist Business Administration Intern

The Swiss Church in London

We are looking for flexible and motivated young Camden resident, aged 18 to 24, wanting to gain valuable work experience in a charity organisation close to home. Sound like you?

WHAT WE OFFER

The Swiss Church in London is currently offering a business administration assistant internship.

📍 79 Endell Street, WC2H 9DY with some days home based

£ £10.85 per hour (London Living Wage) + Employer pension contribution

🕐 Part-time, 20 hours per week, flexible by negotiation with some evenings and weekends, 25 days paid annual leave pro rate (+ bank holidays)

📅 4-Months Fixed Term Contract, as soon as possible

This "Generalist" internship differs from other internship opportunities as everything in our church office will be open to you! This is an excellent opportunity for someone who wants to gain practical experience in a working environment and to develop important skills such as communication and team work that it can take with to a future position.

The intern will mainly support our Project Manager, who is setting up a new church archive and new strategy for the local community work. The intern will also assist the Office Administrator and Venue Manager, to making sure life is smooth in our office. Further the intern will be partly involved with the work of our Minister and Finance Officer.

WHAT WE ASK

- Young Camden resident, aged 18 to 24 (proof of address and age is required)
- Right to work in the UK. Unfortunately we're not able to support work visa applications.
- Good standard of literacy and numeracy with good written and spoken English
- A can do attitude and motivated
- Open to feedback and self-development
- Ideal would be you have your own computer (but don't worry if you don't)

APPLICATION PROCESS

Please submit a CV and covering letter to heidi.holenweg@swisschurchlondon.org.uk by 8 December 2020. We will interview prospective candidates online amid "ongoing concern" about coronavirus.

ANY QUESTIONS

The best person to chat with if you have any questions is heidi.holenweg@swisschurchlondon.org.uk who is leading recruitment on this post and will be the line manager and supervisor of the intern.

The Swiss Church in London · 79 Endell Street · London WC2H 9DY

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