

### **Job Summary**

The Intern Coordinator is responsible for the day-to-day running and coordination of the BHT Sussex Intern Programme, including the development and delivery of the training programme and work placements for Interns.

The postholder will work to broaden placements to further include East Sussex and West Sussex and, with the Senior Manager, will explore future funding opportunities.

### **Responsible To:**

- a) BHT Sussex staff
- b) Senior Manager
- c) BHT Sussex Director, Advice and Support Services
- d) The Chief Executive and the Board of Management.

### **Responsible For:**

- a) Programme Interns
- b) Intern mentors

### **Significant Working Relationships:'**

- a) BHT Sussex staff
- b) Partner organisations offering placements
- c) BHT Sussex Client Involvement Co-ordinator
- d) Relevant statutory and voluntary organisations concerned with the interests of BHT Sussex clients' training and development

### **Duties / Responsibilities:**

#### **Service Co-ordination:**

1. To be responsible for the safe, efficient and effective delivery of the Intern Programme.
2. To recruit and interview interns, including undertaking all necessary checks including risk assessments, references, and DBS checks.
3. To recruit a pool of voluntary Intern Mentors within BHT Sussex and external services.
4. To develop and deliver a programme of Intern and Mentor Training in conjunction with BHT Sussex's Training Department, including inductions, job searches, application forms, interview techniques and writing CV's, in group and 1-2-1 settings according to need.

5. To develop new and existing work placements within BHT Sussex services and external organisations in Brighton and Hove and East and West Sussex.
6. To support Interns in all aspects of employability training.
7. To monitor and report on the BHT Sussex Intern Programme's performance outcomes in relation to targets.
8. To monitor and report on the Intern Programmes budget and expenditure.
9. To undertake project development, in conjunction with the Senior Manager, including a review of the programme and exploring future finding opportunities.
10. To represent and promote the project, as appropriate, at relevant forums, events and other platforms.
11. To liaise with, and develop links to, external agencies, including; Brighton MET, Jobcentre Plus, Housing Benefit, Benefits Agency, Brighton and Hove City Council, Adult Social Care and other relevant statutory and voluntary organisations to support the effective running of the BHT Sussex Intern Programme.

**Administration:**

12. To ensure appropriate manual and computerised administrative systems are developed and maintained to meet the reporting and monitoring requirements of BHT Sussex, funders and external contract providers.
13. To administer the training needs of interns and mentors.
14. To produce an annual report of the work of BHT Sussex Intern Programme.
15. To maintain a social media presence for the programme including a programme website and programme Twitter account.

**General:**

16. To promote excellence in all aspects of programme design and delivery, enabling and empowering Interns to strive for and believe that personal excellence is a realistic and attainable achievement.
17. To publicise and promote intern opportunities and developments within BHT Sussex and other organisations, attending team, local and regional meetings as appropriate.
18. To develop a closer network of communications, co-operation, joint projects and skills exchange with other agencies in the community.
19. To participate in organisational fundraising initiatives. 20. To undertake such other duties appropriate to the grade and character of the work as may reasonably be required.

It is the duty and responsibility of each employee to familiarise and comply with BHT Sussex's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.