



ARE YOU ONE OF OUR 3 NEW INTERNS?

ROLE LENGTH: SEPTEMBER 2018 – AUGUST 2019

STATUS: VOLUNTARY

HOURS: 2 DAYS PER WEEK – MIX OF HOME BASED, MEETING WITH TEAM IN OFFICE OR ON-SITE AT WORK LOCATIONS. IDEAL SHF VOLUNTEER DAYS THURS – FRIDAY, WITH OCCASIONAL EVENING AND WEEKEND

REPORTING TO: DAY 46 PROGRAMME MANAGER WITH INFORMAL AND PROJECT BASED REPORTING TO CEO AND AWARENESS LEADS AS APPROPRIATE

TRAINING AND DEVELOPMENT:

- MONTHLY INTERN TRAINING SESSIONS
- QUARTERLY FACILITATOR TRAINING SESSIONS
- FACILITATION SKILLS MENTORING FROM A LEAD FACILITATOR
- OPPORTUNITY TO ATTEND SECTOR SPECIFIC FORUMS AND NETWORKS
- PUBLIC SPEAKING OPPORTUNITIES
- REGULAR SUPERVISIONS
- LEARNING ON THE JOB!

OVERVIEW

Passionate about making a difference for survivors of trafficking? A social activist keen to get stuck in?

Ignite your passion and sharpen your skills as part of the Sophie Hayes Foundation internship programme. Bring your ideas, energy, commitment and dedication to help shape Sophie Hayes Foundation as it continues to grow.

We are currently recruiting for three part-time interns to work with our team at Sophie Hayes. We are small, agile and on a high growth trajectory – so you will come with a start-up mentality, ready to take leadership of projects, unafraid to get stuck in at grass roots level, and put the energy in to bring your ideas to life! We are looking for creative and focused individuals who have a clear passion for supporting survivors of trafficking to join our growing team.

WHO WE ARE LOOKING FOR

You will be a creative, energetic self-starter who can take the lead on projects and make them happen! You won't be afraid of diving into the details when needed and can anticipate challenges to resolve them quickly. You are a great team player, working well with others and fostering and supportive and fun environment in line with the Sophie Hayes Foundation culture. In return, you'll get heaps of development and 'on the job' experiences – chances to lead and make a real difference! Please note, because we run women-only programmes we are looking for female interns to ensure we can include you in these.

Depending on the role you apply for you will have a specialist interest and some experience in that area, whether through your degree, other projects or previous volunteering experiences.

We have three roles available:

- Day 46 Facilitator, Awareness and Social Media Intern
- Day 46 Facilitator, Programme and Volunteer Management Intern
- Day 46 Facilitator and Fundraising Intern

Please read the descriptions below for more information and how to apply

ABOUT US

The Sophie Hayes Foundation has the purpose of Empowering Survivors of Trafficking to Build Hope Filled Futures. We were set up in 2011 by a survivor of trafficking called Sophie Hayes, who wrote a book about her experience and set up the charity with the proceeds. We have been supporting survivors ever since.

Our purpose is... **'We Empower Survivors of Trafficking to Build Hope-Filled Futures'**.

WHAT WE DO

We work to enable survivors to build independent, purposeful lives after they leave support. We do this through:

SURVIVOR SUPPORT: We support survivors of trafficking and modern-day slavery through:

- **DAY 46 PROGRAMME:** Our confidence and employability workshops
- **DAY 46 OUTREACH:** 1:1 employability coaching and access to college education and volunteer placements
- **DAY 46+:** Long term community and leadership development for survivors of trafficking

RESEARCH: We provide credible research on topics related to human trafficking and get behind opportunities to influence policy change for the benefit of survivors of trafficking.

AWARENESS: We build awareness of modern day slavery and trafficking, helping the public, our supporters and communities know how they can play their part. We help survivors to tell their story if they choose to, in any way they feel comfortable, as a platform to create awareness and instigate change globally regarding human trafficking.

Find out more at sophiehayesfoundation.org

OUR OPPORTUNITIES

We have three vacancies available for volunteer interns in the team

1. DAY 46 FACILITATOR, AWARENESS AND SOCIAL MEDIA INTERN

Looking for a career in campaigning, awareness or marketing? Passionate about helping people understand social justice and identify how they can play their part to fight slavery, you will be gifted and experienced in using social media platforms and web-based platforms to communicate broadly to a range of stakeholders – donors, supporters, and the general public. You will manage our 4000 strong Facebook group, our Instagram and Twitter accounts and make the most of our website, alongside designing our newsletters. You will be confident liaising with media, speaking publicly and researching new opportunities for us to grow awareness of our work. You will have freedom to create your own campaigns and engage the public with what we do and what we stand for. You will be creative, with ideas of how to engage more supporters and campaign widely for greater impact. You will be great at copywriting, detail focused and able to lead independently.

Alongside this you will work with our Day 46 team, who provide workshops, coaching and placements for survivors of trafficking. You will facilitate day based and some evening-based workshops designed to support survivors of trafficking in employability, confidence and relational skills. Your skills as a people person, highly empathetic and a confident communicator will enable this. Once trained, you will help survivors of trafficking to understand their strengths and purpose, write a CV and create a career plan. Over time you will lead other volunteers in the programme, coaching them to grow in their skills as a Day 46 Facilitator. This invaluable experience helps you understand more about modern day slavery and grow in interpersonal coaching skills.

2. DAY 46 FACILITATOR, PROGRAMME AND VOLUNTEER MANAGEMENT INTERN

Looking to run a charitable service one day? Keen to get more broad management experience in a charitable context? This role plays a crucial, practical part in our day to day services, enabling us to maintain an excellent Day 46 service for survivors of trafficking through effective communication with our participants, recruiting, engaging and supporting the capability training of our volunteer facilitators and researching and reporting on our output, outcomes and impact. You will have high levels of creativity and innovation, able to work autonomously and be

decisive. You will be great with detail but able to spot patterns and trends that enable continuous improvement to our services. You will be a clear, confident communicator both verbally and with written communication. You will have a can-do attitude, willing to throw yourself into the tasks that are needed, both long term more strategic activities, and also the short term urgent needs as they arise.

Alongside this you will work with our Day 46 team, who provide workshops, coaching and placements for survivors of trafficking. You will facilitate day based and some evening-based workshops designed to support survivors of trafficking in employability, confidence and relational skills. Your skills as a people person, highly empathetic and a confident communicator will enable this. Once trained, you will help survivors of trafficking to understand their strengths and purpose, write a CV and create a career plan. Over time you will lead other volunteers in the programme, coaching them to grow in their skills as a Day 46 Facilitator. This invaluable experience helps you understand more about modern day slavery and grow in interpersonal coaching skills.

3. DAY 46 FACILITATOR, FUNDRAISING AND IMPACT INTERN

Passionate about engaging people to give to a cause? Are you able to inspire people to give of their time and resources? Interested in getting experience as a fundraiser across a diverse portfolio of funding needs – grants, foundations, community, public, patron and major donor sources? Join us as our fundraising intern to do this hands-on role which will work with our talented fundraising sub-committee and our CEO to enable us to secure a pipeline of support to enable us to continue to impact survivors of lives for the better for many years to come. You will be an excellent communicator, brilliant writer, good with numbers and able to engage a wide range of stakeholders behind our cause. You will also contribute to the measurement and communication of our impact results, enabling us to refine and improve our programme over time, as well as helping funders with the information they need.

Alongside this you will work with our Day 46 team, who provide workshops, coaching and placements for survivors of trafficking. You will facilitate day based and some evening-based workshops designed to support survivors of trafficking in employability, confidence and relational skills. Your skills as a people person, highly empathetic and a confident communicator will enable this. Once trained, you will help survivors of trafficking to understand their strengths and purpose, write a CV and create a career plan. Over time you will lead other volunteers in the programme, coaching them to grow in their skills as a Day 46 Facilitator. This invaluable experience helps you understand more about modern day slavery and grow in interpersonal coaching skills.

CORE BEHAVIOURS AND REQUIREMENTS FOR ALL INTERNS

- Flexible and agile: Think ‘start up’ mentality. You need to be willing to muck in, change your approach and adapt to what is needed.
- Attention to detail: Able to deal with details and routine when required.
- Autonomy: Self-leadership and personal initiative
- Responsibility: You do what you say you will do
- Self-awareness: Understanding your impact on others, willing to give and receive feedback, open and authentic
- Confidence: Willing to ‘give things a go’ and take the lead
- Great with people: Good listener, communicator and connector of people

Internships are unpaid so you will need to have other means of sustaining your income and accommodation in London. We pay reasonable expenses according to our expenses policy, once you have arrived into central London which is the location of work.

To apply, email your covering letter, CV and application form to interns@sophiehayesfoundation.org by the 25th May 2018.

We are afraid not all applicants will receive feedback from us. If successful, you will be invited to interview by 1st June 2018. Please hold 14th June 2018 for interviews in London.