

Abianda's internship programme - one-year part-time Admin and Operations role

- Working 4 days a week for 12 months on a fixed-term contract
- Salary: £14,360 per annum (£13.15 per hour, paid monthly), 21 hours a week (0.6 full-time equivalent) Monday to Friday business hours, negotiable start and end times
- Hybrid working, based in the Abianda office, Screenworks, Highbury Fields, N5 and some working from home
- Line managed by Sam, Abianda's Operations Manager
- You will be provided with a laptop and phone to work from



About us

Abianda is a London-based social enterprise that works with young women and girls affected by criminal exploitation and violence, and the professionals who support them. We exist to ensure young women are no longer hidden in our communities and can live free from harm and abuse. We aim to bring about a culture shift in how services are delivered to young women and girls, so that they can access support that works for them when they need it.

About the role

- Are you a young woman aged 18 to 25 and interested in developing your professional and office-based skills?
- Do you want to work alongside other women for 12 months in an organisation that focuses specifically on making things better for girls and young women affected by criminal exploitation and violence?
- Are you interested in work-based experience to evidence on your CV and in support of you moving into future work opportunities?

If yes, then you might like to consider applying for **Abianda's internship programme**.

The role is open to 18-25-year-old young women* who have been affected by criminal exploitation and violence. These experiences could be direct or indirect through relationships or areas and places lived or spent time in. You may also be a young woman who has had experience with statutory systems such as criminal justice, policing, social services or the care system where some of your experiences may be related to what is typically known as 'criminal exploitation and violence'.

More about what is meant by criminal exploitation as well as Abianda's work with young women can be found on [our website](#).

*We welcome non-binary people if they feel that they have lived experience that aligns with that of women and girls.



This internship programme aims to provide a professional opportunity to those who may experience barriers to employment opportunities such as an internship, due to their experiences of criminal exploitation and violence, such as not finishing education or having a criminal conviction. The internship will give you an opportunity to work in different areas of a non-profit organisation, including operations, business development, participation and service delivery.

Main responsibilities of the role

- Support the Operations Manager across office and administrative tasks such as responding to email enquiries, updating the Abianda website, creating and posting content on social media, ordering office equipment and supplies;
- Work alongside the Participation team to support the design and delivery of the [Participation programmes](#), including co-creating meeting agendas and session plans, preparing for programme delivery, inputting finance and monitoring and evaluation data, as well as working with the team to elicit the views of young women engaging with the programmes to develop the way Abianda works with young women;
- Support the Partnerships and Business Development Coordinator to administer all training events, including printing materials, supporting online events via Zoom, create feedback reports;
- Work with the CEO and Services Lead to make sure Abianda's services and strategy work for girls and young women.

Expectations:

- Engage in weekly 1:1 check-ins and monthly supervision with your line manager;
- Communicate well with your line manager, including areas you want to develop; when you may need further support or learning to complete your day-to-day tasks; if you experience any issues that prevent you from engaging with the internship programme;
- Look after any equipment you are being trusted with, keeping it safe and undamaged.
- To work with your line manager on time management, calendar use, attendance, prioritising your tasks and managing your workload;
- Participate in monthly all-team meetings and practice development meetings/trainings.

Person Specification – attitude and skills

- An interest in issues affecting young women & girls and wanting to support bringing about a change to the way services are delivered and/or an interest in working with an organisation that works with young women & girls;
- Commitment to engage with the work expectations of the internship programme;
- Good communication with the colleagues you work with;
- A professional attitude to the programme of work;
- Commitment to our mission and an understanding of the intersectional nature of social identity and how this impacts staff and service users;
- Adhere to Abianda's code of conduct;
- Turn up to work on time, well-rested and ready to participate and learn.



What will you get from the internship? (opportunities and professional development):

- Accredited training in safeguarding and other relevant subjects
- A DBS certificate
- Specific learning in various management and admin roles through shadowing
- Opportunities to give your views on Abianda's services and training
- Increased knowledge and experience in office, finance and admin-based responsibilities
- Increased office, IT and professional communication skills
- Training in relevant areas required for the role
- Regular support and supervision from the Operations Manager
- Monthly professional development planning sessions
- Boost your confidence and develop interpersonal skills
- Assistance from the Abianda team on how to use these learned skills to gain future work and/or study opportunities
- A professional reference from Abianda

How to apply?

To apply, please either submit your application [via this link](#) or you can download [the application form](#) and send it to sam@abianda by 5pm **Monday 16 September**. Please also submit an optional [equal opportunities form](#).

Informal interviews will take place on Friday 27 September and Thursday 3 October. Candidates not starting on the internship programme will be given feedback on their application.

You can find out more about what to expect [when applying for for the role here](#). If you still have questions, you can email our Participation Practitioner Ria on ria@abianda.com. Ria is not on the recruitment panel and your conversation with her will be confidential.

Abianda is a Disability Confident employer. A disabled candidate who meets all of the essential requirements of the role is guaranteed an interview.

All applicants are requested to complete a criminal record self-disclosure form at interview stage. Having a criminal record does not automatically mean you won't get this job. We value the lived experience of our applicants and all disclosures will be reviewed on a case-by-case basis.

Please note

- Due to the work we do, Abianda's roles are subject to an Occupational Requirement on the grounds of the protected characteristic of sex. We are a women-only employer, and as such, this position is exempt under Schedule 9 of the Equality Act 2010. For the avoidance of doubt, all women including trans women are welcome to apply for and hold such roles, as are non-binary people if the applicant believes that their lived experience aligns with that of women and girls.
- We particularly welcome applications from people with disabilities, people of colour, the LGBTQ+ community and people from different socio-economic and educational backgrounds.
- We encourage applications from people from all walks of life, including those who may have had exposure to similar experiences that young women across London are facing.

