**Graduate Internship Programme – Employer Job Description**

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| **Job title** | Project Support Officer (YHFF) |
| **Organisation** | Young Hammersmith & Fulham Foundation |
| **The line manager who the intern will report to** | Hannah Smales |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid |

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| **Please provide a one sentence description for advertising the role on the GI website.** |
| As a Project Support Officer with Young Hammersmith and Fulham Foundation, you will work alongside our experienced team and contribute to various aspects of project planning, execution, and monitoring. This internship is designed to provide you with practical experience in the fast-paced and collaborative environment of a Membership Charity supporting youth-focused organisations. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills, experience working in a professional environment, and an understanding of business aspects.  The primary purpose of this role is to provide project, administrative and technical support to cover the duties of the graduate-level project (s) assigned by a line manager from the Young Hammersmith & Fulham Foundation.  The post holder will work within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their skills and gain an excellent working knowledge of the Young Hammersmith and Fulham Foundation’s policies and procedures, making a positive contribution to the team and organisation.  Graduate Interns will be supported throughout their internship with a development and evaluation programme. |

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| **What you will gain from this internship** |
| * Understanding of the voluntary children and young people sector in a place * Experience with how projects are delivered in a community setting * Seeing the impact of how products can improve the efficacy of service delivery * The inner workings of a small/medium charity * Develop knowledge of how projects can influence a strategy for systems change. |

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| **Key areas of responsibility** |
| • Help in defining project scope and objectives.  • Conduct research and gather information for project planning.  • Monitor project progress and report on key metrics.  • Facilitate communication between project teams.  • Hands-on practical support with projects involving communications, event management, and other associated tasks |

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| **Skills/knowledge that would be desirable** |
| • Basic experience and understanding of project management in a business or charity environment; experience in community development is a plus.  • Capable of using Microsoft Office, including Teams and Outlook, and Monday.com  • Effective communication skills.  • Passionate about young people and community development of youth organisations |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024