



The role

Contract: 6 months, part time

Hours: To be agreed

Location: Home working with occasional travel to offices when required

Focus of role: Administrative support and research

Remuneration: National Living Wage (or London Living Wage if London-based)

About SNS

Solutions Not Sides is an education programme on the Israeli-Palestinian conflict that exists to provide humanising encounters, diverse narratives and critical-thinking tools in order to empower young people with the knowledge, empathy and skills to promote dialogue and conflict resolution, and to challenge prejudice in the UK. We run workshops in British secondary schools and communities across the UK providing teenagers face-to-face encounters with speakers from Israel and Palestine. In these workshops, attitudes are shifted away from supporting one side against the other and towards seeking solutions. Our workshops enable young people to find a place of solidarity and common ground, while developing the capacity to embrace and celebrate diversity, and the skills to navigate difference and conflict.

About you

- An interest in social and political psychology
- Knowledge of the Abrahamic faiths
- A passion for dialogue, reconciliation and healing divisions
- A passion for education
- Well-organised, finding satisfaction in organising data and executing logistical plans for events
- Detail-oriented
- Able to communicate information succinctly and appropriately
- DBS clearance and no criminal record
- Finding satisfaction in playing a supporting role within a team
- Friendly, confident and people-oriented
- A good understanding of the political and religious sensitivities around discussion of the Israeli-Palestinian conflict in the UK
- Experience with CRM software such as Salesforce would be desirable

Responsibilities Include

Research:

- Research and compile weekly Israel-Palestine news update
- Helping to write and create student-led learning resources
- Miscellaneous research tasks as assigned

Events:

- Bookings for team bonding and social events and annual retreat
- Providing support as required on Student Leadership Programmes (SLP)
- Assisting with organising follow-up and reunions of Youth Leadership Network (YLN)

Administrative:

- Logistical arrangements for school sessions
- Organising team email account and calendar
- Liaising with teachers
- Invoicing and following ups
- Gift Aid applications
- Supporting on visa application processes
- Preparing all admin materials for sessions
- Databasing feedback for evaluation
- Producing annual list of school/religious holidays
- Taking minutes at team meetings
- Procuring feedback from schools (teachers and students)

Schools Programme:

- Telemarketing to schools
- Support liaising with schools, councils and UK partner organisations

Databases:

- Collating and recording metrics
- Cleaning and maintaining contacts databases
- Supporting with Salesforce

Social Media:

- Provide support with content
- Support with the new Tik Tok Account
- Graphic design for memes etc.
- Copy editing
- Updates
- Content creation

How to apply

Email your CV with a cover letter or video cover letter of 500 words max. to tasha@solutionsnotsides.co.uk with the subject line: "[Your Name] / Internship Application".

The cover letter or video should introduce yourself and explain how you fulfil the person specification for the role.

Closing date for application is 10th August 2022, however a suitable candidate may be selected before the deadline