



The role

- Contract: Late September 2024 - July 2025, Temporary worker, hourly rate (approximately 30 hours per week)
- Focus of role: Administrative support for the organisation
- Remuneration: National Living Wage (or London Living Wage if London-based)
- Notice period: 1 week

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
- Classroom teaching/presenting experience would be desirable
- 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
- Degree in a related subject desirable
- Experience with CRM software such as Salesforce would be desirable
- Experience speaking with a range of people via email, phone, and WhatsApp
- Confident and experienced with basic finance

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:

- Providing support for the Bridge Builders Programme (BBP)
- Providing support for the Youth Education Programme (YEP)
- Bookings for team bonding events and annual retreat

Administrative:

- Logistical arrangements for school sessions
- Organising team email account and calendar
- Liaising with teachers
- Invoicing and following up after school sessions
- 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)
- Processing booking forms from schools/communities
- Processing and databasing speaker applications
- Scheduling new speaker interviews
- Ordering supplies/equipment when needed
- Producing printed admin materials e.g. letterhead, business cards etc.
- Setting up meetings for SLT based on availability in calendar
- Assisting SLT in other tasks where asked

Schools Programme:

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

Databases:

- Cleaning and maintaining contacts databases
- Supporting with Salesforce

Social Media:

- Provide support with content, especially for Instagram and X
- Graphic design
- 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 **30th June 2024**, however a suitable candidate may be selected before the deadline.