

Admin and Research Intern

- Contract: Freelance consultancy (8 months), part-time (up to 20 hours per week)
- Hours: Flexible
- Location: Remote working from home
- Focus of role: Administrative support and research
- Remuneration: National living wage (London living wage for London-based applicants), paid at hourly rate
- Start date: Monday 3rd May 2021
- End date: Friday 3 December 2021

About SNS:

Solutions Not Sides (SNS) run workshops for British secondary schools, colleges, youth groups and communities, to enable discussion and improve community relations on the issue of the Israeli-Palestinian conflict. Through humanising encounters with Israeli and Palestinian speakers, teenagers are encouraged to consider the issue from a united perspective of concern for the human rights and security of ordinary Israelis and Palestinians. SNS also run a week-long residential Student Leadership Programme in the summer, bringing university students together to foster good relations, learn about interfaith, conflict resolution and politics to inform productive activism on campus.

About you:

- Educated to undergraduate degree level
- 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
- Trustworthy, reliable and self-motivated
- 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

Responsibilities include:

- **Events support:**
 - Logistical arrangements for school sessions
 - Bookings for team bonding events and annual retreat
 - Supporting Programmes and Events Manager on logistics for the Student Leadership Programme (SLP)
 - Assisting with organising follow-up and reunions of SLP
- **Schools Programme:**
 - Telemarketing to schools
 - Support liaising with schools, councils and UK partner organisations
 - Support creating and categorising networking databases
- **Administrative processes:**
 - Administrating team email account and calendar

- Processing booking forms from schools/communities
- Issuing prep and follow—up materials for teachers
- Invoicing and following up
- Ordering supplies/equipment when needed
- Producing printed admin materials e.g. letterhead, business cards etc.
- Gift Aid applications
- Preparing all admin materials for tours
- Databasing for evaluation
- Producing annual list of school/religious holidays
- Taking minutes at team meetings
- Procuring feedback from schools (teachers and students)
- Delegation to volunteers where needed

- **Research**

- Sourcing articles for the weekly news update
- Miscellaneous research tasks as assigned
- Delegation to volunteers where needed

To Apply:

- Please submit your CV together with a short cover letter of max. 500 words to poppy@solutionsnotsides.co.uk
- The cover letter or video should introduce yourself, telling us why you think you would be the perfect candidate for this role
- Closing date for applications: Tuesday 27th April 2021