

HemiHelp Internship programme

What is a HemiHelp Internship?

HemiHelp Internships are a fantastic opportunity to gain important experience, knowledge and skills in the children's charity sector.

Our internship scheme is aimed at students, graduates, and people looking for a change of career. The programme can also provide ideal work-related learning experiences and the chance to gain exposure to the sector without making a permanent commitment. You'll get a chance to work on specific projects and make a real difference to our work supporting families affected by hemiplegia.

HemiHelp offers internship placements, for a minimum of 3 months, in the following areas:

- Fundraising
- Membership and administration
- Events
- Information

The role will be focused on one area of work, but as HemiHelp is a small charity there will be opportunities to contribute to the wider organisation, which will enable you to gain a comprehensive insight into how our charity operates.

HemiHelp internships are based in our head office in Caledonian Road, North London. The offices are located 3 minutes by tube from Kings Cross station.

What HemiHelp offers:

HemiHelp is the UK's only charity providing specific information and support to families affected by hemiplegia. Hemiplegia is a relatively common condition which one child in every thousand is born with. It is caused by damage to the brain before, during or shortly after birth, and causes a loss of movement on one side of the body as well as a range of other issues, sometimes including epilepsy, learning difficulties and behavioural problems.

HemiHelp is there for families when things get hard. We are there for them when their child is diagnosed, when they start school, when they need information and extra support. We put families in touch so they can get support from others who understand what they are going through. HemiHelp is a community of families living around the UK. We provide a range of information and support services for families to access when they need them.

We believe in providing internships to help people gain practical work experience, as well as the knowledge and skills to develop their career. A lot of the focus of a HemiHelp Internship is on "learning by doing" – you will be given tasks and real responsibility to apply your skills in a practical way to benefit the charity. Often, we will offer interns a specific role or a project to manage. We value initiative, and encourage interns to take responsibility for their own development.

HemiHelp, 6 Market Road, London N7 9PW

Office: 0845 120 3713

Email: support@hemihelp.org.uk

Web: www.hemihelp.org.uk

“I really enjoyed the hands on nature of it as well as the way in which, although I was a fundraising intern, I was still able to work on/help out with different areas of the charity.”

HemiHelp provides interns with the support and guidance to fulfil their potential. You will have access to a dedicated mentor to assist your development. Each intern’s needs and skills are assessed individually, and a work plan is developed and agreed individually to ensure the intern gets the most out of the placement.

We value the contribution of interns and recruit and manage them formally, as we do with any paid position.

What do we expect?

- Interns are recruited for a minimum of 6 weeks.
- We expect interns to volunteer for between 1-2 days per week, but working hours are flexible and negotiable.
- All interns will be CRB checked.
- HemiHelp Internships are unpaid voluntary positions. However, we are able to cover reasonable expenses, including lunch and some travel costs.

Who we are looking for?

We are looking for a range of people who show:

- A desire to make a difference
- Passion and a commitment to volunteering
- A demonstrable commitment to HemiHelp’s aims and values
- Teamwork and the ability to work autonomously

Please note that for some HemiHelp Internships, there are specific skills and qualifications needed. Please see the individual Job Descriptions and Person Specifications for more details.

How to apply

To apply to become an intern at HemiHelp, please complete an application form and return it to us, along with a copy of your CV. If you need an application form, go to our website www.hemihelp.org.uk/jobs and download the relevant form.

“This internship gives you a variety of skills and helped me to decide what aspect of charitable work I wanted to get into.”

Each intern role has a short Job Description and Person Specification. In your application form, and in particular in your supporting statement, please refer to these job descriptions and person specifications. Please provide specific examples of how you meet each of the essential and desirable criteria for an internship, including any relevant experience. You may also wish to refer to experience, achievements, knowledge, personal skills, qualities, including examples of paid/unpaid work, studies and leisure interests. Please also state why you are interested in this opportunity and your reasons for applying.

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