



Youth Participation & Events Support (Internship)

JOB PACK

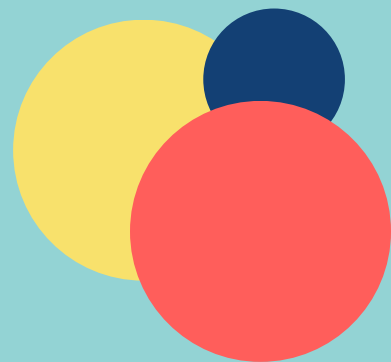


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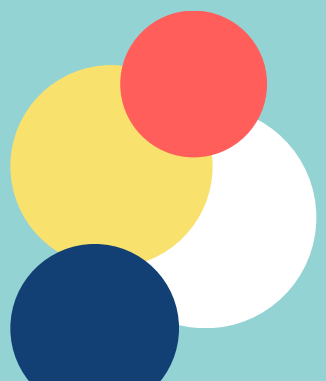
WORKING WITH US

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JOB DESCRIPTION &
PERSON SPECIFICATION

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HOW TO APPLY



ABOUT SLRA

SLRA is a grassroots, community organisation. We provide specialist advice and support to refugees, asylum seekers and other migrants who are at risk in South West London. Every year we help over 1000 people through immigration advice and casework as well as practical, social and therapeutic support.

We support many people who find themselves destitute and homeless including survivors of trafficking and domestic violence and young people who have travelled alone to the UK.

Our youth services include advice and casework, a programme of positive activities and opportunities to work alongside other young people to influence the policies and practices that affect them through our Young Community Leaders Programme. We also support a group of young people to plan and deliver events. These events bring young migrants in London together to discuss issues that matter to them, celebrate achievements, build community and plan further actions and work together.

Here is a video from the [Youth Summit 2024](#) and take a look at the [Evaluation Report from Youth Summit 2024](#).



Youth Participation & Events Support (Internship)



Responsible to:	Engagement & Participation Co-ordinator
Hours of work:	Full time (35 hours per week)
Salary:	London Living Wage (currently £25,207)
Contract:	12 month fixed-term contract
Location:	The Woodlawns Centre, 16 Leigham Court Road, SW16 2PJ

The benefits of working with us

- 25 days holiday per year (with 3 additional days when the office is closed at Christmas).
- Pension scheme with 5% employer contribution.
- Access to an Employee Assistance Programme (EAP) provided by [Health Assured](#).

Purpose of the Role

To support the planning and delivery of SLRA's youth participation programme, regular activities and youth-led events.

The Youth Participation & Events Support (Internship) role is a twelve-month paid Internship to begin during March 2026, supported by the Jack Petchey Foundation. You must be ready to take up the post by 23 March 2026.

In this role, you will be part of the [Jack Petchey Internship Programme](#) with 18 other interns from different youth organisations in London and Essex. This development programme will involve attending a launch conference, four professional development workshops throughout the year and a celebration event at the end of the programme. You will receive an extra training bursary of £1,000 for approved training. You will also be matched with a mentor from another organisation to support you in your professional development. The Jack Petchey Internship Programme training and events will take place in person in London and you will be expected to take full part in this programme alongside your role at SLRA, and includes an overnight residential on 16th - 17th April.

Tasks and Responsibilities

- Develop positive, respectful and enabling relationships with young people which encourage their engagement in SLRA youth participation work, activities, trips and events.
- Support the planning, administration and delivery of SLRA's programme of youth activities, trips and events.
- Co-facilitate regular meetings with a Youth Planning Committee to plan events, including two Youth Summits (one in the summer and one in the winter).
- Support Youth Planning Committee members to plan and lead sessions and workshops at the Youth Summit.
- Support Youth Planning Committee to develop and use a variety of methods to gather feedback from young people.
- Lead on admin tasks for Youth Planning Committee including booking venues for planning committee meetings, researching and the ordering of resources and materials needed for planning meetings and events.
- Support the Engagement and Participation s Co-ordinator to produce Evaluation Reports following events.
- Support SLRA staff teams with general office support and administration, when required.
- Demonstrate an ongoing commitment to the safeguarding of children, young people and vulnerable adults.



Tasks and Responsibilities

- Abide by health and safety guidelines and share responsibility for your own safety, the safety of young people and the safety of colleagues.
- Maintain confidentiality and clear boundaries.
- Maintain compliance with all relevant policies and procedures of SLRA.
- Attend supervision sessions with the Engagement and Participation Co-ordinator and collaborate positively with the SLRA Youth Team and wider SLRA team.
- Undertake relevant training for the role, including First Aid and Safeguarding
- Uphold the Values, Aims and Principles of SLRA.
- Attend training relevant to the post (like safeguarding / First Aid etc)





Experience

Experience of working or volunteering with young people (paid or unpaid)	Essential
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Experience of working or volunteering as part of a team (paid or unpaid)	Essential
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Experience of participating in or leading activities / workshops with and for young people.	Essential
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Experience of organising events	Desirable
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Experience of gathering feedback using one to one interviews, group discussions and/or feedback forms.	Desirable
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Personal, lived experience of children's social care and/or the impact of the UK hostile immigration or asylum system.	Desirable
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Knowledge and understanding

An understanding of some of the issues affecting refugee, asylum seeking and migrant children and young people.	Essential
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An understanding of the importance of safeguarding young people and vulnerable adults.	Essential
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Commitment to diversity, equity, inclusion and anti-racism	Essential
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Willingness to develop knowledge of the rights and entitlements of young migrants	Essential
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Skills

Ability to quickly build positive relationships with young people and colleagues.	Essential
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Ability to use, or willingness to learn, necessary IT tools (e.g. Microsoft Word, CRM system, Outlook, Zoom, Teams, Whatsapp).	Essential
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Ability to work flexibly as part of a small team.	Essential
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Self-motivated and able to take initiative	Essential
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Ability to speak a community language	Desirable
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HOW TO APPLY

How to apply

To apply for this post please complete and return the Application Form and Equal Opportunities Monitoring form on our [website](mailto:admin@slr-a.org.uk) to admin@slr-a.org.uk .

We request contact details for two referees from previous paid or voluntary roles. The successful candidate will also be required to complete an enhanced DBS check, paid for by SLRA.

Closing date for applications: 9am on Monday 26th January

Join us for a short information session on Friday 16th January 12:30 - 13:00 to find out more about the role ahead of applying - please [register here](#)

As an organisation working with migrants, we particularly welcome applications from people with lived experience of the impact of the UK immigration or asylum system. We guarantee an interview for all applicants with lived experience who meet the essential criteria for this post.

We recognise that some people experience barriers to employment and we want to make you aware of the following support which may be helpful.

Experts by Experience

If you have lived experience of the impact of the UK immigration or asylum system you can ask for independent and confidential support for your job application from the Experts by Experience Employment Network. Support includes a free one-off mentoring chat for support with CV/Cover letters and interviews.

SCOPE - Support to Work Extra

SCOPE's Support to Work Extra service provides practical support to disabled people with all aspects of preparing and applying for jobs. You can register for support with CV writing, preparing for interviews and more.

Young Women's Trust

If you are a young woman aged 18-30 you can sign up to "Work It Out" for free support with the recruitment process.

Youth Employability UK

If you are a young person aged under 30 you can find tips on CV writing and interviews here.

