

# Pembroke College Internship – Project Assistant

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We're looking for an enthusiastic and enterprising Pembroke College graduate to play a key part in delivering Pembroke House's ambitious plans for the coming year. The successful candidate will gain a unique insight into the inner workings of a rapidly growing organisation at an exciting time its development. They will build a wide-ranging professional skillset that could launch them into a range of future careers, including in consultancy, fundraising, project management, public policy, education, and charity management.

This role is supported by Pembroke College as part of efforts to reinvigorate the relationship between Pembroke House and the undergraduate body.

**Application Deadline:** 10am Monday 24 June

**Interviews:** Week commencing Monday 1 July

## Pembroke House

Pembroke House was founded in 1885 by students from Pembroke College, Cambridge, as a centre for social action, residential community and chapel in Walworth, South London. Established in response to growing inequalities in inner cities, "settlements" such as Pembroke House pioneered new models of charity and social work that have profoundly shaped our modern society – catalysing an international movement and inspiring the architects of the modern welfare state.

Today, the area surrounding Pembroke House remains an area of marked inequality. The estates surrounding the settlement are among the most deprived in the country and yet they sit alongside three major estate-redevelopments crowned with multi-million pound apartments.

In this context there is renewed interest in the settlement's ability to bring together people from across traditional divides. We are working with local residents and professionals from a wide range of disciplines—including health & social care, the local authority, architecture and urban design—to develop a new settlement model fit for the 21<sup>st</sup> Century. Together we hope to develop activities and alliances that will make a long-term difference well beyond our four walls.

This year, we will open a second site, bringing these partners together under one roof for our most ambitious project to date: the 'Walworth Living Room' – a community venue and kitchen surrounded by flexible activity-, meeting-, and co-working spaces.

The Pembroke College Intern will play a crucial role in the settlement's growth and development, with significant responsibilities from the outset. The role is not a traditional entry-level position and the post-holder will be expected to work independently as well as to support other team members (currently 10 full time equivalent). This will include leading on the design and delivery of a particular project and full participation as a member of the core team.

## Case study

The first Pembroke College Intern joined Pembroke House for a year in 2017-18. Over the course of the year, she led on fundraising activities, managed the weekly Lunch Club – growing regular attendance to over 50 members – and initiated a new training programme for administrative volunteers. She now works as a management consultant supporting businesses to make a positive social impact. As well as the skills and experience she gained, she was struck by the unique context of settlement work, and her time was coloured by the relationships and understanding she built as a member of the local community:

*'The most memorable moments have generally been over shared food. I've loved sitting with the lunch clubbers each week and hearing their stories, from the ninety-year-old who grew up walking seven miles to school and only wearing shoes on Sundays, to the volunteer who began working with us to support his recovery from agoraphobia and is now working towards a career in mental health.'* [Pembroke College Intern 2017-18]



### **Who we're looking for**

The successful candidate will be excited by new challenges and able to learn and adapt quickly in a fast-paced environment. You will be able to manage competing demands and prioritise and re-prioritise tasks where necessary. You will communicate effectively with a wide range of people, both in person and writing.

The role would suit a strong organiser and excellent team player, capable of both supporting others and taking the lead where appropriate.

Like all roles at Pembroke House there will be a significant degree of people-facing work and you will form relationships with ease with people from all walks of life.

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## **Person Specification**

### **Qualifications and Skills**

- A Pembroke College undergraduate degree of any discipline
- Excellent organisational skills
- Ability to write succinctly and compellingly

- Strong interpersonal skills and ability to work as part of a team
- Ability to learn quickly and to respond to and act on feedback
- Ability to take the initiative and think creatively

### **Experience**

- Communicating with a range of people and audiences
- Organising people and/or events (desirable)
- Working as a volunteer (desirable)

### **Personal Attributes**

- A passion for the work of Pembroke House
- A drive to take on new challenges and step out of your comfort zone
- Commitment to the Equal Opportunities, Data Protection, and Child and Vulnerable Adult Protection Policies of Pembroke House

### **Special Conditions**

- Ability to work occasionally outside of normal office hours including evenings and weekends
- Sensitive to the ethos of St Christopher's Church

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## **Role Profile**

### **Pembroke College Intern**

The Pembroke College Intern will contribute to projects that cut across the organisation, playing a full role as a member of flexible teams and taking the lead with discrete projects.

### **Project Delivery**

- To lead the delivery of a Pembroke House activity, working with the Director of Projects to oversee its development and sustainability
- To manage the Summer Internship Programme, including leading on planning and recruitment

### **Fundraising**

- To support fundraising efforts from charitable trusts and foundations, including researching potential funders and drafting applications
- To support the management of the Pembroke House Society, including coordinating a team of students in the Pembroke House Student Society
- To support fundraising efforts from individuals of high-net worth and donors

### **Communications**

- To synthesise complex information, contributing to reports for external partners
- To carry out research and contribute to internal documents used to inform organisational-wide decision-making

- To contribute to external communications, including to outreach, social media, marketing and the website
- To support internal communications and contribute to an engaged and effective team

### **General**

- To assist members of the team on matters ranging from research, buildings management, operations, and HR
  - To be willing to reflect with the team on how to improve Pembroke House's activities and operations
  - To make arrangements for visitors, events, and meetings, including organising monthly team dinners
  - To represent Pembroke House at meetings, conferences, and workshops
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### **Benefits**

Salary: London Living Wage (currently £19,201 p.a. – review expected Nov 2019)

Hours of Work: 35 hours per week

Normal office hours are 9am to 5pm including 1 hour for lunch

A Time Off in Lieu policy is in place requiring agreement from the Line Manager

### **Working Culture**

Members of the staff team, whose age range spans seven decades, are from extremely diverse and wide-ranging backgrounds – from dance and music, local and central government and youth & community work, to academia and politics.

Food plays a central role at Pembroke House: all team members are offered free food on a Thursday as part of our weekly lunch club as well as at monthly team dinners, healthy breakfasts, and lunches.

No-one at Pembroke House is confined to a desk or computer — everyone chips in with projects, events and activities.

A Week of Wellbeing is organised for staff each year and other activities take place throughout the year.



## Holidays

28 days paid annual leave per annum, plus the standard Bank and Public Holidays and three discretionary days between Christmas and New Year. The leave year begins on 1 April. During the first year of employment, you will be entitled to annual leave on a pro rata basis.

## Pension

A 5% contributory pension is offered, subject to qualifying criteria.

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## To apply

To apply, submit a CV and a covering letter to James Jenkins at [james.jenkins@pembrokehouse.org.uk](mailto:james.jenkins@pembrokehouse.org.uk) by 10am on Monday 24 June. In your covering letter you should address the following:

- What attracts you to this role?
- How do your skills and experience match the person specification?
- What would you find challenging about this role?

## Find out more

If you want to find out more about the opportunity, or to come and visit Pembroke House, we want to hear from you! Get in touch with James Jenkins on 020 7703 3803, or [james.jenkins@pembrokehouse.org.uk](mailto:james.jenkins@pembrokehouse.org.uk).