

MyBnk Internship Programme – Role Description

Role Title	MyBnk Internship Scheme
Location	Based at the MyBnk offices, Huguenot Place, Heneage Street, London E1 5LN,
Hours	Ideally Monday to Friday, 10.00 – 18.00 Some flexibility can be negotiated
Duration	Six months
Closing Date	12 noon on Monday 13 September 2010
Salary	Unpaid, but travel expenses (up to £10 per day) and lunch allowance (up to £4 per day) provided

Skills required

We are looking for a passionate individual with an interest in social change, education and the empowerment of young people. You will need:

- Ⓛ **Excellent** communication skills – both written and verbal
- Ⓛ Excellent IT skills, including Microsoft Office (Excel in particular) and web based systems such as newsletter tools. A basic proficiency in design software such as Photoshop and Indesign would be helpful. The ability and confidence to learn new types of software quickly is essential
- Ⓛ The ability to work on your own initiative and to seek out new opportunities
- Ⓛ Good organisational skills
- Ⓛ Creativity and enthusiasm
- Ⓛ Experience of working with young people in an educational capacity is desirable

What we can offer you

The MyBnk Internship Programme gives you the opportunity to take on real responsibilities, allowing you to use the skills you have and develop new ones. You will be an integral part of a young, dynamic and award winning team and will gain first hand insight into every aspect of how a charity works. MyBnk has excellent networks and relationships with other third sector organisations. Our Internship Programme is a fantastic stepping stone into a career in the charitable sector, and will enable you to develop skills valuable in all sectors.

(Please note we cannot guarantee a job offer at the end of the 6 month programme).

Application procedure

For more information or if you have any questions please call us on 020 7377 8770 or email jobs@mybnk.org.

Please send a CV and covering letter to jobs@mybnk.org. Please include details of any restrictions on your availability for interview and state clearly the job title for which you are applying. The deadline for applications is **12 noon on Monday 13 September 2010**.

About MyBnk

MyBnk are an educational charity that works with young people to build the knowledge, skills and confidence to enable them to manage their money effectively and make enterprising choices throughout their lives. We have created the first ever independent Financial Services Authority approved youth led banking scheme, known as "MyBnk-in-a-Box", run by young people for young people, allowing them to save regularly and take out interest free loans to set up enterprises. This is accompanied by high-energy assemblies, workshops and programmes on topics such as shopping around for a bank that suits your needs - including Islamic and ethical banking options, and taking an enterprising idea from inception to reality. All of our programmes build young people's finance and enterprise capability, as defined by the Department for Children Schools and Families.

Our growth has been rapid, the project began as a pilot in a Tower Hamlets school in January 2007 and has now grown to one which has reached over 20,000 young people. Our founder Lily Lapenna won the 2008 New Statesman Young Social Entrepreneur of the Year Award, and was this year awarded a prestigious Ashoka Fellowship, recognising her as one of the world's leading social entrepreneurs.

Over the last three and a half years we have created and refined a unique set of programmes. We will now take our experience and the good practice we have developed and allow many more young people to benefit, both in London and as part of our UK scale up.

www.mybnk.org