



KINETIKA BLOCO: PROJECT ASSISTANT INTERN

Kinetika Bloco started in 2000 and our mission has been to get young people from South London engaged in long-term creative activity advancing their education, skills, and capacity. Through music, dance, design and leadership activities, we draw our influences from the Caribbean, Brazil, Africa and New Orleans. Our regular activities include workshops in Dance, Steel Pans, Samba Drumming and Brass and Woodwind.

We have a 6-month internship available with us, during this time, you will learn everything that is involved in running an organisation like ours. From working in the office, supporting with the design of new workshops to being out in the community delivering to young people, you will gain insight and experience in it all.

Key areas of development include:

- Project Management; gaining insights into project lifecycle management and developing organisational and time management skills.
- Operations and Administration; gaining an understanding of the backbone of organisational functioning and developing administration skills and operational efficiency.
- Research and Development; gaining research skills and analytical thinking. The opportunity to contribute to innovation and strategic planning.
- Marketing and Communications; gaining an understanding of digital marketing strategies and learning about content creation and audience engagement techniques.
- Direct Service Delivery; experience the impact of our work firsthand, develop skills in program delivery, participant engagement and communication. Gain an understanding of the challenges and rewards of direct service work.

Person Specification:

The role is funded by Lambeth's ELEVATE programme which aims to get young people from underrepresented backgrounds into the Creative and Digital sectors. To meet the needs of this role, you will need to be:

- Lambeth resident (with the exception of Lambeth care experienced young people)
- 16 to 24 years old
- Not currently in education, employment or training

Essential skills/experience:

- Reliable, punctual and trustworthy
- A positive attitude and open to learning new things
- Strong organisation skills
- Able to create a fun and welcoming environment where young people can thrive
- Passionate about youth arts and wanting to encourage growth and development in others

You should be excited and enthusiastic about Kinetika Bloco's mission. A current participant or alumni Kinetika Bloco member would be a bonus but not essential.

As part of this internship, you will be required to undergo a DBS check, please **CHECK HERE** to ensure you will be able to provide the relevant documents to complete this.

This role is based in various locations in Lambeth, in schools, community and arts centres.

Start Date: Monday 13th January 2025, 6 months fixed term

Hours: 15 hours per week (across 3 days)

Salary: £13.85 per hour

Reporting to: Operations and Development Manager

TO APPLY:

Please answer the questions in this link: <https://forms.office.com/e/kcZuH97uve>

AND send a copy of your CV and covering letter to aneira@kinetikabloco.co.uk

If you need any help with the application process, please email the above address or call Aneira on **07774 968678** or **0207 960 4232**

Deadline for applications: Monday 2nd December 2024

Interviews: week of 9th December 2024