

### Job Description

<u>Job title:</u>	Administration Intern	<u>Salary:</u>	Travel and lunch costs reimbursed
<u>Start date:</u>	As soon as possible	<u>Location:</u>	Enfield (EN1 1SH)
<u>Employment type:</u>	Flexible. Up to 5 days Monday to Friday (approx. 9 to 5pm) for 10-12 weeks		

### The Felix Project

The Felix Project is a charity that works with food suppliers and charities to reduce food waste and food poverty. We collect food from supermarkets, wholesalers and other food suppliers – food that is fresh and nutritious, but cannot be sold for various reasons. We then deliver that food free of charge to a range of charities across London who provide meals, snacks or food parcels for their clients, who include the elderly, the homeless, those with mental health issues, refugees and asylum seekers and families and children. We simply want to see good food go to good causes.

### The Role

To help us with the opening of our second warehouse in Enfield, North London, we are seeking an Administration Intern with exceptional attention to detail and a positive 'can do' attitude! This is a new role in a charity which continues to undergo a period of rapid expansion. As such, the role is subject to a degree of flexibility, but initially the Administration Intern will be involved with the following activities:

- Tasks related to volunteer recruitment and training process including processing applications, responding to emails, training and record-keeping
- Database management - maintaining the charity, supplier and volunteer databases
- Assistant in the organisation of events
- Making phone calls, answering emails
- Other general office support (filing, cross-checking files)
- Supporting us with other projects as they occur

### Essential Criteria

- ✓ Ability and willingness to work in a busy environment
- ✓ Ability to work within a team of varied individuals
- ✓ Meticulous organisation skills and attention to detail
- ✓ Excellent communication skills
- ✓ Intermediate IT skills (Microsoft Office including Outlook)
- ✓ Proficient in cloud-computing (google applications and Dropbox)

### Desirable Criteria

- ✓ Flexibility in terms of working hours and/or location
- ✓ Database experience
- ✓ Advanced IT skills
- ✓ Committed to reducing food waste, food poverty
- ✓ Willingness to engage in light to medium physical work as part of your daily job (you may occasionally be asked to help in the warehouse)

### Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to Anne Elkins on [anne@thefelixproject.org](mailto:anne@thefelixproject.org) with 'Administration Intern' in the subject. Application deadline is Friday 23<sup>rd</sup> February, with interviews shortly afterwards. We are looking for an immediate start.