



Arrupe Intern: Role Description

Role Title:	Arrupe Intern
Responsible to:	Megan Knowles, Communications and Development Manager
Location:	London (office based in Wapping)
Hours:	37.5 hours pw (including some evenings and weekends, for which time off <i>in lieu</i> will be given)
Salary:	London Living Wage (£10,286 for six months + pension contributions)
Holiday:	12.5 days + Bank Holidays
Term:	6-month internship, starting 29 April 2019, finishing 25 October 2018.

Overall Role

Six-months of personal and professional development based in a British Jesuit work serving refugees in London, exploring living out faith through work. You'll participate in the life and work the Jesuit Refugee Service UK (JRS UK). The role will be predominantly focussed on supporting communications and fundraising activity, and working alongside refugees through the JRS UK weekly Day Centre.

About JRS UK

The Jesuit Refugee Service in the UK has two main areas of work: outreach to people held in immigration detention; and accompaniment and service to refugees made destitute by the UK asylum process. JRS UK is a work of the Jesuits in Britain and has a small team based in Wapping, supported by a diverse wealth of volunteers, including members of religious orders and refugees.

The *Arrupe Intern* will support all areas of JRS UK work, with a particular focus on communications, fundraising and accompaniment of refugees:

- Supporting fundraising activity and stewardship of donors and supporters of JRS UK;
- Supporting the development of content and scheduling updates of our website and social media;
- Supporting the Destitution Services Manager to accompany, support and befriend our refugee friends;
- Accompany JRS staff and volunteers at fundraising events;
- Other projects and activities supporting the work of JRS UK.

Personal and spiritual development

This internship offers the option to deepen faith and integrate it with work, including through:

- Participating in the life and work of a Jesuit work;
- The opportunity to try regular spiritual direction throughout the internship, providing support to reflect on experience;
- The opportunity to attend an Ignatian residential retreat mid-way through the internship as part of a young adult retreat (Dates: Friday 14th – Sunday 16 June 2019)



Personal Specification:

Skills, qualifications and personal qualities:

- Passion for making a difference
- Awareness of Catholic social teaching
- Willingness and openness to learn and be challenged by new insights
- Empathy with others and ability to relate to those from different backgrounds
- Outstanding written communication skills
- Excellent organisational skills
- Good IT and social media skills
- Enthusiasm and a willingness to get involved
- Capacity to handle confidential and sensitive matters with discretion and understanding
- Commitment to ongoing personal formation
- Interest in integrating faith and work
- University educated, with a 2:1 or higher, or equivalent

The person must be permitted to work in the UK; (the Jesuits in Britain are not able to obtain a work visa for this post).