
JOB DESCRIPTION

Job Title: Intern

Grade: B

Department: CAF Bank

Main purpose of job:

The role of an Intern at CAF Bank is to work on the duties assigned to them as part of their team. These will primarily centre around working with data to enhance decision making within CAF Bank. There will be the opportunity to learn about how their team contributes to the smooth running of a retail charity bank and how the customer is at the heart of what we do at CAF Bank. As part of this you will gain an understanding about the different types of customers we have at CAF Bank. There will be the opportunity to work shadow in other areas of the CAF Bank team you will be able to gain a wider understanding of how a retail charity bank operates overall.

Reports to: TBC

Budgetary responsibilities: No budgetary responsibility

Responsible for: No reports

Key Job Responsibilities:

- Work as part of the team taking direction and guidance from the manager
- Attend meetings and training as required
- Utilise standardised templates etc to ensure that work produced is at the right standard
- Be an enthusiastic and active team member, keen to collaborate with colleagues and add value

CAF Behaviour Framework

The CAF Behaviour Framework sets out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This framework is used for the assessment, management and development of performance of all our people across CAF

Date: March 2026

PERSON SPECIFICATION

Job title: Intern

Date: February 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience Experience of working as part of a team Experience of utilising data to enhance decision making	✓	✓	A/C
Qualifications Educated to A level or equivalent in mathematics and English	✓		A/E
Communication Strong verbal and written communication	✓		C
Personal Qualities Good team player Can to attitude Willingness to learn	✓ ✓ ✓		C
Prior to Appointment All posts: <ul style="list-style-type: none"> • Credit Check • Sanctions Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK FCA Approved Posts: <ul style="list-style-type: none"> • Standard DBS Check 	✓ ✓ ✓ ✓ ✓ ✓ ✓		R/E

Key

R = References, **E** = Evidence/Certificates, **A** = Application, **C** = Competency Interview, **T** = Testing/Assessment