**Student Volunteer**

**What does this role involve?**

The Prince’s Trust has successfully hosted several Student Volunteers & developed their skillset during their placement years.

You would be based in our newly renovated young people Centre in Digbeth, Birmingham and would be providing critical day-to-day support for several of the organisation’s key functions such as Operations, Partnerships, HR, and Contracts. You might deliver learning content to a small cohort of young people on their face-to-face or virtual programmes or find yourself assisting senior management with presentations, priorities, or data management. If you are interested in building relationships, working on projects, assisting management with key deliverables, and working as part of a strong team then you should consider finding out more about this role.

This role is unpaid however, we will reimburse travel expenses to and from the Centre.

Current placement students are studying a range of degrees in Business and Management, Human Resource Management, Psychology, Accounting and Finance and much more. This placement would offer you the opportunity to grow your skills in a national charity while making a difference to the lives of young people.

**Duties include:**

* Event management and coordination.
* Writing and distributing internal communications for Prince’s Trust staff members.
* Writing and distributing marketing materials for young people and supporters.
* Data management and performance reporting.
* Administrative support for a range of teams and senior managers.
* Relationship support for the Senior Head of Operations.
* Assisting with business planning for delivery of programmes.
* Bid writing and research of new development prospects and opportunities (i.e., Commonwealth Games, HS2).
* Supporting delivery of programmes to young people and attending events celebrating the achievements of young people as and when required.

**How this role can benefit you …**

The role will give you the opportunity to:

* Contribute to the success of The Trust’s Operational delivery across the Central region.
* Obtain valuable work experience in Operational Delivery at a large Charitable Organisation.
* Develop a wide variety of skills such as marketing, performance management, communications, deliver, administration and much more.
* Be part of and learn from a dynamic team working towards the Trust’s shared vision and goals.
* Work closely with the Management team and influence decisions.

 **Anticipated role duration and time commitment**

* Commit to support The Prince’s Trust for an academic year (August 2023 – August 2024).
* Commitment for an academic year for 3-4 days a week. There will be flexibility allowed in the working days each week.

**Reporting requirements**

* Be responsible to a member of Prince’s Trust staff.
* Maintain regular contact with The Prince’s Trust and complete required reviews and reports.
* Meeting regularly with your student volunteer peers to build cross-functional relationships and support workload.

**Key tasks and responsibilities**

* Attend induction and initial training course.
* Attend ongoing training as required by The Prince’s Trust.
* Complete a DBS Vetting Check.
* Confirm in writing that you have read and will adhere to the relevant policies and procedures of The Prince’s Trust, such as Health and Safety, Safeguarding and Confidentiality agreement.
* Maintain regular and frequent contact with your Prince’s Trust contact and complete all reporting and administrative requirements.

**Person specification**

Essential:

* Commitment to the aims and values of The Prince’s Trust
* Understanding of the issues facing The Prince’s Trust’s target groups.
* Reliability.
* Excellent interpersonal and communication skills.
* Desire to gain and develop marketing and management skills
* Computer literate and good Excel spreadsheet skills.
* Analytical with strong attention to detail.
* Desire to learn and be flexible within a high-paced directorate team.

 **Training**

This is likely to be a mixture of face-to-face training and e-learning exercises.

City:

Birmingham

Working Hours:

Full time, 3-4 days a week

SME (Small & Medium Sized Enterprise):

No

Contract Type:

Fixed Term

Duration:

12 months