



THE ROYAL COMMONWEALTH SOCIETY
AT THE COMMONWEALTH CLUB

VACANCY: Youth Programmes Volunteer

Overview of the Position

Job Title	Youth Programmes Volunteer
Department/ Team	Programmes Team
Job Location	The Royal Commonwealth Society, 25 Northumberland Avenue, London WC2N 5AP
Hours	3 to 5 days a week, 10am to 5.30pm (flexible)
Salary	Unpaid, but with up to £10 per day to cover lunch and travel expenses
Duration	3 months (flexible), to begin end of January 2012

About this Position

The Royal Commonwealth Society (RCS), a learned society founded in 1868, is a charity and membership organisation with a remit to promote international understanding. The RCS delivers an impressive portfolio of charitable activities aimed at young people, has a network of branches across the globe, hosts high-profile events at its London headquarters, and runs one of London's premier members' clubs and conferencing venues (the Commonwealth Club).

We seek a Youth Programmes Volunteer to provide support to the whole Programmes team. This role will involve assisting with a range of RCS education work, giving the Volunteer firsthand experience of designing, planning and implementing international and UK youth projects.

The Programmes department runs a range of exciting projects for young people in the UK and overseas, including a DFID-funded, national debate programme, the *Commonwealth Youth Summits; Nkabom*, The Commonwealth Youth Leadership Programme; and *The Young Commonwealth Competitions* (including filmmaking and photography awards and the world's biggest and oldest essay competition). 2011 has also seen the launch of an exciting new initiative which will continue into 2012 – the *Jubilee Time Capsule*, an ambitious project to build a people's history of the last sixty years. Please see thercs.org/youth for more information.

The successful candidate will be supervised by a Programmes Manager, and work closely with all members of the Programmes Team, as well as with other members of staff and volunteers.

Duties and Responsibilities

The Youth Programmes Volunteer will assist the Programmes team with a wide variety of tasks, focusing on the *Young Commonwealth Competitions*, the *Jubilee Time Capsule* and *Commonwealth Youth Summits* programmes. Tasks will include:

- helping with the administration for all Programmes
- helping to manage applications and queries from teachers and young people wanting to take part in RCS youth projects and competitions

- ensuring that the RCS's databases are kept up-to-date
- communicating with programme partners and potential partners over the phone and by email;
- helping to update the RCS Youth website and coordinate our presence on new media sites such as Facebook, Flickr and YouTube
- marketing projects to target audiences
- helping to ensure the smooth running of events
- helping with fundraising for future RCS youth projects
- completing research tasks related to RCS Programmes
- taking part in team meetings and meetings with external colleagues where future events are planned and upcoming work priorities are discussed
- where necessary, assisting with preparations for other RCS programmes and publications

Person Specification

Whilst an interest in international issues and youth engagement is highly desirable, no specific qualifications or experience are necessary for this role.

The ideal volunteer would, however, possess the following skills and qualities:

- An ability to communicate clearly and politely, in person, on the phone and via email with a wide range of people
- An ability to write in clear, concise English
- An ability to work effectively in a team but, when required, take initiative and work independently
- Good organisational skills, punctuality and reliability
- An ability to complete set tasks to a high standard
- An ability to use the Internet as a research tool
- Confidence using standard Microsoft Office computer programmes and a willingness to learn to use new IT tools
- Confidence working in a diverse and busy workplace
- Enthusiasm to engage young people in international issues
- A commitment to understand, support and communicate the aims and objectives of the RCS

To Apply

Please send a CV and one-page covering letter explaining why you would like to work with the RCS and how you meet the above person specification to hr@thercs.org. Please also clarify how many days a week you are able to commit to this role and **put 'Youth Programmes Volunteer Application' as the subject of your email.**

Please be aware that applications can only be considered from individuals with the right to work in the United Kingdom.

The deadline for applications is **5pm on Monday 16th January 2012**, and shortlisted candidates will be contacted after this time. Interviews are likely to take place in the week of the 23rd January. We regret that, due to constraints on our capacity, we are unable to provide feedback to candidates who are not invited for interview. For any queries, contact Catherine Clark at hr@thercs.org or on 020 7766 9200.