



Title	Youth and Education Programmes Volunteer Intern
Department/ Team	Youth and Education team
Location	The Royal Commonwealth Society Commonwealth House 55-58 Pall Mall London SW1Y 5JH
Hours	3 days per week (flexible)
Remuneration	Unpaid, but up to £20 per day to cover lunch and travel expenses
Duration	12 weeks (flexible), 1 st February – 30 th April

About this Position

The Royal Commonwealth Society, founded in 1868, is a network of individuals and organisations committed to improving the lives and prospects of Commonwealth citizens across the world. Working through a range of educational, civil society, business and governmental networks, the RCS addresses issues that matter to Commonwealth citizens.

We are seeking a Youth and Education Programmes Intern who will provide essential support to the Youth and Education (Y&E) team. This role will involve assisting with a range of RCS Youth and Education programmes, such as [The Queen's Commonwealth Essay Competition](#), the [Commonwealth Service](#) and other youth-focused events in the run up to the 2018 Commonwealth Heads of Government Meeting, to be held in London in April. The Volunteer will also help with the communications of the Y&E team.

The successful candidate will be supervised by the Director of Youth Affairs and Education Programmes and line-managed by a Programmes Officer. The RCS is a small team, however, and the intern will have a chance to engage with all members of staff.

Indicative Responsibilities

- Assisting with the promotion, administration, and logistics of The Queen's Commonwealth Essay Competition
- Assisting with the promotion, administration and logistics of the Commonwealth Service in March
- Assisting with communications, internal and external, for Youth and Education programmes
- Completing research tasks related to 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 youth and education as well as international issues is highly desirable, no specific qualifications or experience are necessary for this role.

The ideal volunteer intern would 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
- Excellent organisational skills, punctuality and reliability
- Attention to detail and an ability to complete set tasks to a high standard
- 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
- A commitment to understand, support and communicate the aims and objectives of the RCS
- Enthusiasm and willingness to learn

To Apply

Please send a CV (no more than two pages) and one-page covering letter explaining why you would like to volunteer for the RCS and how you meet the above person specification to education@thercs.org. Please clarify how many hours you are able to commit to this role and which days in the week. You should include 'Youth and Education Programmes Intern Application' as the subject of your email.

Please note that individuals should ensure that their immigration status provides them with the right to volunteer in the UK before submitting an application.

Applications must reach us by 23.59 (GMT) on Sunday 7th January 2018; shortlisted candidates will be contacted after this time. Interviews are likely to take place in the week beginning 15th January, 2018.

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, please contact education@thercs.org