

Volunteer internship at Kidscape

Kidscape is offering one 12-month volunteer internship for a recent graduate or other student considering a career in the charity sector. (We would consider a 6-month position.) This is a fantastic opportunity to learn about Kidscape and get involved by working with our Director and Deputy Director, as well as other staff, on projects and events in 2010/11. If you're a student, graduate or considering a change in career we have an incredible opportunity for you to build on your existing skills and to gain new ones.

Our internship will appeal to you if you have a strong interest in the charity sector and are looking for experience in supporting project management tasks, providing background materials for media input, researching funding opportunities, data collation and entry etc.

An internship with Kidscape would provide you with the following benefits:

- The chance to make a real difference to Kidscape's work
- Personal and professional development
- An insight into the workings of a national charity
- Workplace skills
- Useful contacts in the charity sector

The volunteer intern would also be offered the following:

- Travel expenses to and from Kidscape
- Lunch allowance of up to £4 per day
- Supervision and support
- Generous holidays
- A reference on completion of the internship

Job description

This is a very generic internship, working closely with the Director, Deputy Director and Web Manager on a variety of projects some of which will focus on celebrating Kidscape's 25th Anniversary.

Key activities:

- To research fundraising opportunities applicable to the 25th Anniversary celebrations
- To liaise with potential sponsors and supporters
- To research and support media activities
- To collate and input information into a variety of databases

- To assist in producing content for the Kidscape website and for relevant social networking sites

Key competencies:

- Excellent communication skills
- Ability to work unsupervised and with good attention to detail
- Good organisational skills
- Able to work proactively and on a number of different projects at the same time
- Experience of writing for the web/social networking sites, whilst not essential would be advantageous

In addition to the key activities you would be expected to participate fully in the life of a small but busy office.

Hours of work – Monday-Friday 10am – 4pm

Period of internship - start date TBA – 6 -12 months from starting date

We welcome applications for this position from recent graduates, young professionals considering a career change or others with an interest in working in the voluntary sector.

To apply for this volunteer internship you must meet the following conditions:

- Be over 18 years of age
- Be educated to at least A-level standard
- Be IT literate
- Be available for a 6 - 12-month period
- Be committed to Kidscape's vision and ethos
- Be willing to undertake an enhanced CRB disclosure

Volunteer internship application form – guidance notes

Thank you for your interest in Kidscape's internship vacancy. The application form attached to this page is your chance to show us why you have the qualities we are looking for in our intern.

Please note that before you continue to the application form, you must meet the conditions below:

1. I am able to attend an interview in the Kidscape office on a mutually convenient date
YES/NO

2. I am able to volunteer for a 6-12-month period **YES/NO**

3. I am willing to undergo an enhanced CRB disclosure check **YES/NO**

4. Dates I will not be able to volunteer, for example holidays already booked, graduation days etc. **Please note that this will not affect your application**

- When completing the form, please take care to write legibly so we are able to read your responses easily.
- Complete all sections of the form.
- Ensure you have signed and dated the form (you can type this if returning the form by email).
- If you have any questions on completing the form, please contact Nikki Kerr on 020 7730 3300

Returning the form

Please return the form by email to internship@kidscape.org.uk or by post to:

Volunteer Internship
Kidscape
2 Grosvenor Gardens
London SW1W 0DH

Please do not send any documentation other than the official application form.

**VOLUNTEER INTERNSHIP
APPLICATION FORM**

PERSONAL INFORMATION

First name:

Last name:

Title: (please specify)

Address for correspondence:

Daytime telephone number:

Evening telephone number:

Mobile telephone number:

Email address:

National insurance number:

Do you require a work permit or visa for this volunteer internship opportunity? YES/NO

EDUCATION

Dates (from/to)	Secondary school /college/university/training organisation (most recent first)	Qualification studied (e.g. BA, BTEC, NVQ, Diploma)	Subject	Grade obtained

WORK EXPERIENCE

Please give details of all employment (paid/unpaid) and voluntary work. Start with the most recent and work backwards.

Date from/to	Employer/voluntary organisation name and nature of business	Job title and brief description of duties

PERSONAL STATEMENT

In the space below, please tell us how your skills and qualifications meet the requirements of the volunteer internship role description. We are interested in your personal experiences which are relevant to the activities and competencies required in the role, so please focus your responses on these abilities. The information you provide will be the basis for shortlisting.

REFERENCES

Please supply the names and addresses (post and email) of two referees. These should not be related to you in any way but may include college tutors/lecturers/previous employers.

Name:
Job title:
Organisation:
Address:
Tel No:
Email:

In what capacity do you know them?

Name:
Job title:
Organisation:
Address:
Tel No:
Email:

In what capacity do you know them?

DISABILITY

Kidscape will interview all applicants who have a disability and meet the essential shortlisting criteria. Please complete the following:

- a) The Disability Discrimination Act 1995 describes disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities', Do you consider yourself to have a disability?
YES/NO
- b) If yes, please give details:

DECLARATION

You must tick the box below:

I understand that I am not applying for a paid position

I confirm that the information I have given is correct and complete. I understand and agree that the data contained in the volunteer internship application form will be used and processed for recruitment purposes. I understand and agree that if I am successful, the information will be held by Kidscape.

Signed

Date