

# vinspiredstudents

We are looking for a recent graduate to support the NCCPE's vinspired students project, through a 3-month paid internship position.

The vinspired students programme has been set up to inspire a shift in culture, encouraging universities to recognise the value of student volunteering, and to provide compelling evidence of the impact of volunteering on students, communities and institutions. The programme is funded by v (the national young volunteers service) and managed by the National Co-ordinating Centre for Public Engagement (NCCPE).

## **What will I be doing?**

You will be working in close collaboration with our Student Advisory Board (SAB) working group to design and develop an innovative case study collection and selection process which puts the student voice at the heart of the decision making process. You will be responsible for:

- Work with NCCPE team and members of our Student Advisory Board (SAB) to develop our 'manifesto' for student volunteering, ensuring the manifesto captures a strong student voice;
- Collect a range of case studies of student volunteering to illustrate and support the manifesto;
- Contribute to development of a plan for the SAB for the 2010-11 academic year, looking at how SAB members can act as champions for the manifesto;
- Identifying relevant networks and individuals through which the manifesto and related work can be promoted;
- Contributing to the planning and delivery of NCCPE events;
- Undertaking any additional desk-based or archival research that may inform the development of the project

## **What skills do I need?**

- Ability to work individually and in a team
- Strong verbal and written communication skills
- Excellent interpersonal skills with the ability to work with a wide range of organisations and people
- A range of desk-based or archival research skills
- Confidence using basic PC applications (e.g. MS Office)
- The ability to think strategically, creatively and use own initiative
- The ability to put together detailed project plans
- The ability to critically reflect on information and pull together succinct and informative reports

- Enthusiasm with the confidence to respond proactively to new opportunities and challenges and identify opportunities to seek input and advice from others
- An interest in student volunteering and the third sector

### **Conditions**

The position will run for 3 months from the date of appointment. We hope to make an appointment by the end of August. The role will be based in the NCCPE's offices in Bristol, though some travel may be required.

Rate of pay: £9.02 per hour.

We will accept applications to work on a part-time (minimum 2.5 days per week) or full-time basis. Please state in your application what working pattern you would prefer.

### **To apply:**

Please send your CV and a covering letter, stating why you are interested in the role and what relevant experience you have, to [nccpe.studentvol@uwe.ac.uk](mailto:nccpe.studentvol@uwe.ac.uk) , or by post to:

vinspired students internship position  
National Co-ordinating Centre for Public Engagement  
Watershed Media Centre  
1 Canons Road  
Bristol BS1 5TX

The deadline for applications is **5pm on Monday 9th August 2010.**

For an informal discussion about the role, please call Jamie Darwen on 07771 390151.

We are hoping to carry out interviews in Bristol on Friday 13<sup>th</sup> or Monday 16<sup>th</sup> August. If you are unable to travel to Bristol, please let us know and we may be able to arrange an interview by telephone.

