

## **Voluntary Professional Development Award Supporter**

<b>Hours</b>	Minimum of half a day each month
<b>Base</b>	At home, Studentforce offices, or Client offices
<b>Team Manager</b>	Rachel Huxley
<b>Interview Date</b>	
<b>Start Date</b>	As soon as possible

**We need Supporters who can help young recent graduates to develop professionally and personally while they are on placements of between 10 and 52 weeks in local authorities, businesses or voluntary organisations, and who have the time, interest and ability to support young recent graduates in probably their first employment in their preferred work area.**

Induction will be given by the voluntary Learning Manager.

### **Benefits of working as a volunteer**

- Helping an educational charity with a focus on young people working on and learning about sustainable development projects and becoming more employable.
- Challenging voluntary work in a well-managed organisation.
- Contact with other staff, volunteers and trustees as a part of a team.
- Training opportunities.
- Liaising with a range of organisations and their staff.
- Some living and travelling expenses covered.

### **Objective**

To support recent graduate Project Workers in the City and Guilds Personal Development Award by promoting the Award, offering advice on the selection of projects, monitoring progress and motivation and ensuring timely submission of reports and other outcomes.

The Project Workers are on paid placement for 10 to 52 weeks with local authority, business or voluntary organisation clients in the East Midlands and East of England Regions, as part of the Graduate Resource Team.

### **Responsibilities**

- Contact with all agreed potential participants to promote the Award and obtain commitment to be involved.
- Explain in detail the requirements of the Award.
- Assist the participant with the selection of a suitable project. This project should reflect both the work currently in hand and the longer term aspirations of the participant.
- Ensure that the participant has the necessary resources to complete the project, this where relevant, to include agreement from the client for sufficient time to be made available, this in conjunction with the project coordinator
- Monitor the participant's progress, particularly the keeping of the project diary.

- In conjunction with the Studentforce Coordinator help the participant to meet any identified shortfalls in knowledge, skills or behaviour. This could include reference to learning notes and attendance at suitable learning workshops.
- Review the participants project report and diary and recommend submission to C&G.
- Maintain agreed contact with the voluntary Learning Manager responsible for learning and to advise on developments with the Award.
- Ensure that successful completion of the Award is celebrated and promoted throughout StudentForce.

This voluntary post could be combined with other voluntary responsibilities, such as Mentoring, being a Director.

### **When**

Depends on the number of actual and potential participants at any moment, at times to suit the volunteer.

### **Where**

Largely from home by phone and email, but some travel to the StudentForce office and to meet the participants in the client's offices will be required.

### **Conditions**

1. Induction to Studentforce, Health and Safety, office resources.
2. Review after 1 month with Team manager, and voluntary Learning Manager.
3. Expenses for travel to Studentforce, and for work-related travel from the office.
4. Shadowing other staff on all tasks, if required.