

Voluntary Trainer

Hours	A minimum of 4 training days per year , not Mondays
Base	At Studentforce offices, Stamford, Peterborough or Client offices
Team Manager	Rachel Huxley
Interview Date	
Start Date	As soon as possible

We need Trainers who can deliver participative, interesting, useful workshops for between 6 and 10 recent graduates so they can learn to be better project managers, communicators, promoters, leaders, teamworkers, researchers, marketers 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 train young recent graduates in probably their first employment in their preferred work area.

Induction will be given in Training 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 train recent graduates while they are working for 10 to 52 weeks as paid Project Workers 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

- To train from 6 to 10 Project Workers during a whole day, especially on either 1) Managing small projects 2) Communicating 3) Marketing and Promoting 4) Promoting Sustainability.
- If appropriate, to train staff, trustees and other volunteers in a range of management and personal competencies – marketing, fundraising, business planning, influencing, facilitating, budgeting, using IT etc.
- If appropriate, to prepare training material and Powerpoint presentations.
- Occasionally to train a group of Project workers in their place of work, alongside a Staff Coordinator.

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

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.