**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Volunteering Graduate Intern</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Student Engagement &amp; Sport</td>
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<tr>
<td>Grade:</td>
<td>RHUL 3</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Volunteering Coordinator</td>
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<tr>
<td>Accountable for:</td>
<td>Volunteering Student Leaders</td>
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**Purpose of the Post**

Department Background:

Royal Holloway Volunteering is an award-winning service at the College within the department of Student Engagement & Sport that supports amazing community opportunities for students to explore and get involved with. The 5 streams of activity are; Community Action, Social Action, Community Research, Volunteering Abroad, and Sports Volunteering.

With over 250 community partners and seventeen student-led projects, Royal Holloway Volunteering encourages hundreds of students each year to take active roles in the local community, with over 11,000 hours of volunteering recorded during last academic year. From teaching English to young refugees to running tea parties for local elderly people, Royal Holloway Volunteering has a range of amazing opportunities for students and staff.

In 2017 Royal Holloway Volunteering was awarded the Queen’s Award for Voluntary Service, the MBE for Voluntary organisations. The award was presented specifically for the department’s work developing student leadership roles.

Royal Holloway Volunteering is an active member of the Student Volunteering Network, holds NCVO membership, and is supporter of the #iwill campaign.

This position will allow a recent graduate of Royal Holloway University to gain valuable paid experience in the charity sector, whilst providing valuable support at an incredibly busy time of year in keys areas to support the delivery of Royal Holloway Volunteering’s aims and objection.

The Graduate Intern will lead on a number of student engagement events and initiatives, coordinating Royal Holloway Volunteering’s involvement in national events such as #iwill week and Make a Difference Day.

The Graduate Intern will manage Royal Holloway Volunteering’s social media presence across Instagram, Facebook and Twitter, whilst also interacting with students in a frontline capacity in the volunteering office.

**Key Tasks**
Leading Royal Holloway Volunteering events and initiatives such as #will week and Make a Difference Day
Supporting large scale Royal Holloway Volunteering events such as the Festival of Volunteering
Managing Royal Holloway Volunteering's Social Media presence and weekly email updates
Supporting the training and mentoring of student leaders
Establishing and maintaining connections with student clubs and societies and encouraging them to get involved in volunteering
Working proactively with volunteer student leaders to establish their student-led Social Action projects
Acting as a point of contact for community partners and hosting them on campus for volunteer recruitment activities
Utilise the Team Kinetic online management system to gather feedback about projects and partners from students
Support student leaders with the promotion, recruitment and activities of the Royal Holloway Volunteering Response Team

Other Duties

Regularly meeting student leaders to determine the progress of their projects
Engaging with students in a frontline role in the office, answering queries and giving information.
Managing display boards to promote Royal Holloway Volunteering initiatives
Any other duties as required by the line manager or Head of Department, that are commensurate with the grade.

Internal and external relationships

The post holder will be required to work closely with colleagues across the Student Engagement and Sport Department.
The post holder will also be required to lease with colleagues in other areas, such as:
Students’ Union staff and Sabbatical officers
External community partner organisations
Marketing and Communications
Careers and Employability