

Volunteer Role Profile



Volunteer Role

Placement Volunteer - Work Experience Coordinator

Volunteer Manager

Youth Placement Advisor

Where you will be based

Home

Why we want you

The Youth Engagement team is looking for a talented individual to provide support in organising work experience for young people. The role would involve finding suitable work experience for young people within the organisation, interviewing and reviewing applications, and supporting young people once they start work experience. The role is flexible and will be supported by the youth placement advisor throughout with many opportunities to learn and develop. If you are organised and enthusiastic about helping young people this is the role for you.

Location Remote, with flexibility to go into the British Red Cross UKO Office, in Moorgate.

Department Youth Engagement

Reporting to Becky Diss, Youth Placement adviser

Hours This placement will last a maximum of 3 months volunteering up to 2-3 days each week. The volunteering hours are negotiable to balance your needs and what can be achieved in the role.

What you will be doing

- Support with finding suitable managers for work experience.
- Support with information and data management tasks organising and collecting data.
- Support with promoting work experience across the organisation.
- Assisting with interviewing and reviewing applications.
- Supporting young people's wellbeing and issues they may have when on work experience.

The skills you need

- Good organisation skills.
- Good IT skills, to access the different platforms.
- Good research skills.
- Good written and verbal communication skills.
- Ability to use initiative in proactively seeking solutions to problems arising

from day to day work.

What's in it for you

- A full induction, with ongoing support and supervision throughout your placement
- Access to relevant in-house training and development opportunities, including British Red Cross intranet site, e-learning facility and one-to-one career sessions or career development workshops
- Valuable exposure to the work of the Red Cross in the UK and around the world
- A great opportunity to develop your existing skills and to gain new ones
- Reasonable travel and lunch expenses paid
- Being a volunteer for the British Red Cross means that you can proudly say you are part of the world's largest humanitarian organisation, and one of our 13 million volunteers across the world.