York Cares Graduate Intern
Student and Academic Services

Closing date: 20 November 2017
Interview date: 7 December 2017
Vacancy reference: 6175
INTRODUCTION

York Cares, the employee-volunteering charity based at the University, is looking for a Graduate Intern to support its volunteer programmes and large-scale events over the next eleven months, with a particular focus on those relating to children and young people.
Main purpose of the role

To work alongside the York Cares Manager and Volunteering Project Officers to support the delivery of key volunteer programmes and events. The specific focus of the role will be to support Inspiring Minds, which aims to inspire disadvantaged children, aged 7 – 11, by linking real life and learning. This will involve facilitating projects led by employee and student volunteers; acting as a main point of contact for volunteers and partners, including schools, employers and universities; responding to enquiries; event management and marketing opportunities.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Liaising with schools, universities and employers to arrange activities for York Cares programmes
- Providing support to employee and student volunteers involved in projects
- Supporting the organisation of key events such as Inspiring Minds Graduation and activity days on campus
- Contributing to the production of publicity including web pages, social media and newsletters to promote programmes
- Assisting with the development of materials such as guidance notes
- Responding to standard enquiries, referring non-standard enquiries to the York Cares Manager
- Monitoring participation by collecting data and updating records accordingly

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Recent undergraduate degree or equivalent</td>
<td>Essential</td>
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### Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of all MS office applications particularly Word, Excel, Powerpoint and online media</td>
<td>Essential</td>
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<tr>
<td>Knowledge of local schools, particularly primary</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Excellent interpersonal skills for dealing with a range of people from schools, universities and employers</td>
<td>Essential</td>
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<tr>
<td>Excellent organisation and time management skills with the ability to multi-task, work effectively under pressure and meet targets within tight deadlines</td>
<td>Essential</td>
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<tr>
<td>Excellent communication skills, both written and oral. A fluent writer with the ability to assimilate complex information and present it in an accessible and professional manner</td>
<td>Essential</td>
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<td>Accurate with a good attention to detail</td>
<td>Essential</td>
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<td>Ability to work flexibly, both independently and as part of a team</td>
<td>Essential</td>
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<td>The ability to enthuse volunteers and support them in their projects</td>
<td>Essential</td>
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### Experience

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<th>Essential / Desirable</th>
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<tr>
<td>Experience of working as part of a team to achieve a goal</td>
<td>Essential</td>
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<tr>
<td>Experience of working with schools, particularly primary</td>
<td>Desirable</td>
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<td>Experience of event management</td>
<td>Desirable</td>
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### Personal attributes

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<th>Essential / Desirable</th>
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<tr>
<td>Enthusiasm and energy for volunteering, its benefits to the community and the opportunities it presents in terms of personal and professional development and enjoyment</td>
<td>Essential</td>
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<td>A professional and approachable manner</td>
<td>Essential</td>
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<tr>
<td>Flexible and willing to work across different locations and outside normal working hours, eg breakfast and evenings and occasional weekends</td>
<td>Essential</td>
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<tr>
<td>Highly organised</td>
<td>Essential</td>
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<tr>
<td>An eagerness to learn</td>
<td>Essential</td>
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<tr>
<td>A desire to work with schools</td>
<td>Essential</td>
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<tr>
<td>Confidence in working with children and young people</td>
<td>Essential</td>
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The Student and Academic Services Department provides administrative and advisory services and opportunities for development to support the student experience. Working collaboratively with students, colleagues and external partners the department facilitates learning, development and success. As one of the largest professional service directorates it makes a significant impact on the University's ability to achieve its ambition of offering an outstanding and valuable experience, and to support colleagues in achieving excellence in research, teaching, and the student experience. Student and Academic Services is in a strong position to shape and influence the way that the University delivers its objectives. It provides a collection of professional services which contribute to the quality of the student experience; these services are organised in five sections:

- Academic Support
- Careers and Placements
- Colleges
- Open Door
- Student Service

Careers and Placements has the leading responsibility for student employability. They work to enhance students' skills, aspirations, experiences and career planning so that all students feel supported in understanding and achieving their potential and goals. In addition the team work closely with staff in the nine colleges, and with the students' unions, all of whom are also committed to enhancing students' employability.

York Cares is an independent employee-volunteering charity based within Careers and Placements. The charity brings businesses, employees and communities together to make York a better place. Founded by the University of York along with other city employers in 2006, we now work with over 30 employers in the city. We match the skills and expertise of employers and their employees to community projects where they can have most impact. Our tried and tested programmes deliver tangible benefits for local people, as well as workforce development opportunities for employers. Some of our projects are co-delivered by employees and university student volunteers, who pool their time, energy, business experience and expertise together to make a positive impact on our community. York Cares enables employers to make an effective and strategic investment in our community. Our inspirational employee-volunteers give over 10,000 hours of their own time each year to help over 100 worthwhile community organisations and schools in some of York's most disadvantaged areas.
THE DEPARTMENT

Our priorities include:

- engaging disadvantaged children in learning
- inspiring young people to work harder and aim higher
- supporting voluntary, community and social enterprise organisations to become more sustainable
- providing supported work experience for care experienced young people
- contributing to the well-being of older people in York
- improving the physical environment of the city
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 6175
  Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 20 November 2017

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

Help and assistance

Direct any informal queries to holly.hennell@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835