



VACANCY: Youth and Education Programmes Volunteer Intern

Title	Youth and Education Programmes Volunteer Intern
Department/ Team	Programmes Team
Location	The Royal Commonwealth Society Commonwealth House 55-58 Pall Mall London SW1Y 5JH
Hours	Part-time 3 days per week, 10 am to 5 pm (flexible - some evenings may be required for events)
Remuneration	Unpaid, but up to £20 per day to cover lunch and travel expenses
Duration	21st January 2019 – 29th March 2019 (flexible)

About this Position

Founded in 1868 and constituted by Royal Charter, The Royal Commonwealth Society (RCS) is the oldest and most broadly based civil society organisation devoted to the modern Commonwealth. With a global reach through our extensive network we operate at the forefront of Commonwealth affairs to improve the lives and prospects of Commonwealth citizens.

We are seeking a Youth and Education Programmes Intern who will provide essential support to the Programmes team. This role will involve assisting with the organisation of [The Queen's Commonwealth Essay Competition](#) and the [Commonwealth Service](#). The Volunteer will also help with the communications of the Y&E team.

The successful candidate will be supervised by the Head of Programmes and Youth and line-managed by a Programme Officer. The RCS is a small team, however, and the intern will have a chance to engage with all members of staff.

Duties and Responsibilities

- Assisting with the promotion, administration, and logistics of The Queen's Commonwealth Essay Competition
- Assisting with the promotion, administration and logistics of the Commonwealth Service in March
- Assisting with communications, internal and external, for Youth and Education programmes
- Daily collation of a pan-Commonwealth media round-up
- Taking part in team meetings and meetings with external colleagues where future events are planned and upcoming work priorities are discussed
- Where necessary, assisting with preparations for other RCS programmes and publications

Person Specification

Whilst an interest in youth and education as well as international issues is highly desirable, no specific qualifications or experience are necessary for this role.

The ideal volunteer intern would, however, possess the following skills and qualities:

- An ability to communicate clearly and politely, in person, on the phone and via email with a wide range of people
- An ability to write in clear, concise English
- An ability to work effectively in a team but, when required, take initiative and work independently
- Excellent organisational skills, punctuality and reliability
- Attention to detail and an ability to complete set tasks to a high standard
- Confidence using standard Microsoft Office computer programmes and a willingness to learn to use new IT tools
- Confidence working in a diverse and busy workplace
- A commitment to understand, support and communicate the aims and objectives of the RCS
- Enthusiasm and willingness to learn

Please be aware that applications can only be considered from individuals with the existing right to work in the United Kingdom.

To Apply

Applicants should send a CV (1-2 pages) and covering letter (1 page) explaining why you would like to volunteer for the Society and how you meet the above person specification to Emma Fowler at info@thercs.org with '**Youth and Education Programmes Intern Application – (your last name)**' as the subject of your email. Please clarify how many hours you are able to commit to this role and which days in the week.

Applications must reach us by midnight on **Sunday 6th January 2019**; shortlisted candidates will be contacted after this time. Interviews are likely to take place in the week beginning **Monday 14th January 2019** for immediate start. We are unable to provide feedback to candidates who are not invited to interview.