

Job Description for Programmes Assistant (Volunteer)

Job title: Volunteer Programmes Assistant

Reporting to: Head of Programmes

Location: CR0, London

Contract type: Part time (14 hours)

About Youth PWR Charity

Youth PWR Charity is a dynamic youth development and empowerment organisation set up to work with communities to engage, inspire and educate young people with a central commitment to empower the youth for constructive engagement and empowerment for a sustainable future.

We provide social and recreational activities for young people, as well as providing skills development programmes that are beneficial to young people in order to upskill them; organising workshops and activities to raise awareness and tackle issues around various subject matters that are relevant and of interest to young people, such as mental health, youth violence & employability amongst others.

Driven by our values and behaviours, we are a high-performing, forward-thinking and solution-focused organisation. We value teamwork and actively seek other opinions to ensure we can deliver to the highest standard, as well as commit to reflecting upon our work to ensure a continual improvement culture. We welcome applications from individuals who are inspired by our values and behaviours. Our vision is for a world where all young people achieve their full potential and shape the future with power and confidence.

About the role

We are looking for an enthusiastic, organised and confident individual to join our Programmes team, supporting the development and delivery of youth programmes and initiatives across the charity.

Core responsibilities

1. Assist in the design and delivery of programmes and activities to young people.
2. Support with completing all required documentation accurately and within agreed timescales.
3. Bring new ideas and approaches to our work.
4. Administrative duties as required, such as minute taking and completing end of session reports.
5. Providing support for events, e.g. collating invitation list and monitoring responses, preparing delegate packs, attending events on the day.

The ideal volunteer candidate:

- will be willing to volunteer approx. 14 hours per week,
- will have a passion and enthusiasm for working with young people
- will have good communication skills - spoken, written and presentational
- will have an understanding of inclusion and differing needs of young people from varying backgrounds, cultures and experiences
- will have understanding of child protection and safeguarding (training will be provided)
- will be an articulate and confident communicator with good written communication skills and great attention to detail.
- will have strong interpersonal skills, with ability to build relationships across organisation and with other stakeholders.
- will have good administrative skills including excellent attention to detail and effective time management skills.
- will have a positive and collaborative attitude across all aspects of work.

You will receive:

- New skills and experiences in your area, we will support you to try new things wherever possible and boost your CV
- Some lunch and travel costs
- Grow your confidence, network and meet new people
- We can be flexible around your education, family, work, or health etc.
- Possible references for future employers