Job description
(ref: V130)

Job title: Volonteurope and UK Strategy Intern

About us

Volunteering Matters

For the past 53 years we have been developing and delivering high impact social action volunteering opportunities. For 51 of those years we did this as Community Service Volunteers, rebranding to Volunteering Matters in April 2015 to better reflect our mission, vision and refocused strategic plan. We believe our new identity helps us to reach more communities and volunteers, and, ultimately, transform lives.

Our work improves health and wellbeing, improves communities and inspires individuals through the reciprocal nature of our transformative volunteering programmes. We currently engage over 35,000 volunteers every year, a figure that we want to grow over the coming years, and currently have 150 active projects across the UK.

As a national charity with 200 staff, our ambition is to reach even more communities across the country, acting locally, regionally and nationally. Our new identity not only better reflects our mission as an organisation, but also speaks to our future ambitions – to be the organisation that leads UK volunteering in both policy and practice.

Volunteering Matters leads the Network of National Volunteer-Involving Agencies (NNVIA), which brings together more than 80 national charities, who between them involve more than 2 million volunteers.

Volonteurope

Volonteurope is an international network promoting volunteering, active citizenship and social justice in Europe and beyond. Established in the Netherlands in 1981, Volonteurope’s Secretariat is hosted by Volunteering Matters at their headquarters in Hackney, London.

Volonteurope works at all levels, from the local to the international, and across the public, private and third sectors. We facilitate exchange, foster collaboration, and carry out research and advocacy. Volonteurope currently has close to 60 members in more than 20 countries across Europe.

The role

This full-time internship post (35 hours), for a fixed period of six months, is split half-half between the Strategy Team at Volunteering Matters and the Volonteurope Secretariat.

This post will support both teams and will report to the Director of Strategy (who oversees strategy and European work).
The Policy team promotes evidence based volunteering through research and dialogue. Its knowledge and intelligence underpin Volunteering Matters’ public affairs function, through which we undertake strategic influencing in Westminster and beyond. It develops and strengthens professional and practice networks, including NNVIA. The work of the policy team directly supports Volunteering Matters to increase its reach and impact across our four operational ‘pillars’: Families; Young People, Older People and Disabled People. Currently, the policy team is overseen by the Director of Strategy and consists of a Head of Policy, a Policy and Engagement Manager and an Impact and Evaluation Manager.

Volonteurope’s Secretariat comprises the Secretary General (who is also Head of European Affairs at Volunteering Matters), the European Policy and Advocacy Manager, the Communications, Events and Network Development Coordinator and the European Projects Coordinator.

**Main tasks and responsibilities: Volunteering Matters**

1. Undertake research as required to support the development of articles, policies and papers.
2. Write articles, policies and papers, working with the Head of Policy and staff members within Volunteering Matters.
3. Support the development and working of the NNVIA network.
4. Support the development of Volunteering Matters’ public function through monitoring and recording political activity in Westminster and Holyrood, the Welsh Assembly and the devolved city regions as appropriate.
5. Support the organisation of successful events to promote the work of Volunteering Matters and the development of policy and practice in volunteering.
6. Support the delivery and priorities of Volunteering Matters Strategic Plan through internal liaison and information gathering.

**Main tasks and responsibilities: Volonteurope Secretariat**

1. Support the Volonteurope team with the preparation of the 26th Annual Volonteurope Conference in Brussels and other upcoming events
2. Support Volonteurope’s policy activities, including conducting research for the 2017 European Report on Youth and access to Rights
3. Support the European Policy and Advocacy Manager in the development of the work of the international working group on measuring social impact of volunteering and the working group on Participation.
4. Provide admin and logistic support to the Secretariat, including: processing expenses and raising invoices; making and booking travel arrangements; and providing support at meetings.
5. Other duties as required

**Person specification**

We are looking for an exceptional candidate who will thrive in both aspects of this fast-paced role. In deciding who to shortlist and appoint, we will be looking for evidence of the following skills, knowledge, experience and personal qualities:

**Essential:**

- Excellent organisational skills
• Experience of organising events
• Excellent written and verbal communication skills
• Ability to interact positively with people at all levels
• Ability to organise, plan and prioritise workloads effectively in changing conditions
• Attention to detail
• Research and analytical skills
• IT skills including proficiency in Microsoft Office package and social media
• Commitment to equal opportunities and diversity
• Willingness to travel
• Ability to take responsibility and ownership of own work
• Willingness to carry out administrative tasks

Desirable:
• Experience of setting up online systems to manage events and communications
• Knowledge of InDesign
• Volunteering experience
• Knowledge of UK government institutions and social programmes
• Knowledge of European affairs and institutions
• Second EU language (especially French)