



Intern Job Description

Job Title: Programme Intern

Employer /Organisation: Girlguiding UK

Team: Programme

Responsible to: Acting Assistant Head of Guiding Development

Length of internship: 12 Weeks

Girlguiding UK is the United Kingdom's largest voluntary organisation for girls and young women. It has approximately 550,000 members. The Programme team is based within the Guiding Development Department. Its main purpose is to develop a good quality programme for all sections, Rainbows, Brownies, Guides and Senior Section that can be delivered by volunteers at a local level.

The purpose on the internship

The main role of the Programme intern will be to:

- Write and test activities for Guiding magazine
- Provide administrative support for the Centenary Tracking Project
- Collate evaluation responses and provide data for the Centenary Tracking reports.
- Provide Administration support for the GOLD (Guiding Overseas Linked with Development) and INTOPS (International Opportunities)

The intern will have the opportunity to:

- Contribute to the work of the Programme team
- Work directly with key volunteers
- Data entry
- Draft internal communication
- Liaise with different internal staff

This opportunity is ideal for anyone who is looking for experience in:

- Administration
- Communication
- Task management
- Working in the third sector
- Or seeking a work placement as part of a qualification

We would be looking for someone with the following skills:

<u>Criteria</u>	Assessment	Essential Desirable
Skills		
Competent and effective verbal communication skills.	I	Essential
An organised and methodical approach to managing their workload.	I	Essential
The ability to work accurately and effectively,	A/I	Essential
Prioritise work to achieve deadlines.	A/I	Essential
Self motivated with the ability to take an enabling role.	I	Essential
Computer literate with a working knowledge of MS Office (including Word, Excel, PowerPoint and Access).	A/I	Essential
Experience		
Experience of volunteering.	A/I	Desirable
Experience working in partnership projects.	A/I	Desirable
Experience of working effectively in a team.	A/I	Essential
Experience of providing administrative support.	A/I	Desirable
Knowledge		
Knowledge of the charities and voluntary sector.	A/I	Desirable
Knowledge of Girlguiding UK.	A	Desirable
Values		
An understanding of working in an equal opportunity environment.	A/I	Essential
An understanding of and commitment to the aims of Girlguiding UK.	A/I	Essential

Please note that we do not accept CV's for this post.

Closing date: Wednesday 8 September 2010

Interview dates: Week commencing 13 September 2010

Start date: ASAP

This is a 12 week placement.

Please download an application form and email your completed form to HRVacancies@girlguiding.org.uk