

PROJECT 2013-GB-53 – BOYS and GIRLS CLUB WALES - APPLICATION

Please find below information about 1 position in the above project. The project will start on **1st September 2014 – 31st July 2015**. Please make sure you are available to dedicate this time period to volunteering in Wales.

The deadline for submitting applications is: **23rd June 2014 – 10am GMT**. Any applications received after this deadline will be kept in a reserve pile and are unlikely to be considered.

Please complete the attached **application form** as well as sending a copy of your **CV and a Motivation Letter**, no longer than 1 page, to leilausmani@unaexchange.org with the **subject line : PROJECT 2013-GB-53 – BOYS and GIRLS CLUB WALES - APPLICATION**

Interviews will take place in the following weeks from the deadline, please ensure you are available. The host organisation will contact you directly and you will need to have access to Skype.

EVS with UNA Exchange: 1st September 2014 – 31st July 2015

Boys and Girls Clubs of Wales would like to recruit an EVS volunteer for the 'volunteer role' of **Public Relations and Marketing Officer**

This placement will run from **September 2014 – July 2015 (we may be able to negotiate about some of the dates)**. The placement will be based at our office in Cardiff. The role will include; working on public relations, marketing, promotion, social media, administration support of events and other in house tasks, including some outreach and off site promotional work.

The role will also allow volunteers to bring their own skills and ideas to their work and we are interested in hearing your ideas about how you might want to add to these roles. EVS volunteers will also have the chance to undertake a special personal project in the second part of their placements, finalised through discussion with their supervisor.

EVS Personal Relations

What will you do?

- Produce a regular e-newsletter of activities and success stories from Boys and Girls Clubs in Wales.
- Promote the Social media channels to young people and supporters
- Regularly update Boys and Girls Clubs of Wales social media;
- Produce a six monthly 'printed' newsletter
- Update the website with relevant information and opportunities.

- Work with other members of the staff team to promote opportunities offered by Boys and Girls Clubs of Wales, including giving talks and presentations about undertaking an EVS project
- Talk to young people about EVS opportunities and develop presentations and, possibly, workshops, for specific groups;
- Talk to Boys and Girls Clubs of Wales volunteers and create case studies that will help us to promote our work – these could be written, photographic, film or in other forms: we're looking for creativity!
- Support the staff team on events, activities and projects.

What skills/ interests would suit this placement?

- A strong interest in communications and marketing; especially through social media
- A passion for meeting people, finding out about their experiences and building relationships;
- An interest training and running large events;
- A willingness to give presentations and the ability to talk confidently in front of groups of people;
- Skills in writing / photography/ film-making;
- A willingness to undertake some office-based administrative work as part of your placement.

What will you gain?

- Experience of working for a national charity with a focus on youth work and services;
- Office skills, including IT, communication and administrative experience;
- The chance to develop your training, event coordination and promotions/ marketing skills;
- Skills in working with young people;
- The chance to be part of a lively team and to meet a wide range of Boys and Girls Clubs of Wales stakeholders

You will also have the opportunity to:

- Participate in our volunteering training events;
- Develop your own 'special interest' project, through discussions with your supervisor.

What does UNA Exchange expect from the EVS Volunteering Abroad volunteer?

- To be committed to the values of Boys and Girls Clubs of Wales;
- To undertake all aspects of the role willingly, including any administrative work;
- To be flexible and provide support to other members of the team at busy times;
- To be a strong ambassador for Boys and Girls Clubs of Wales at all times;
- To be open to new opportunities within the role;
- **To have strong written and spoken English skills (essential given the nature of this role).**

To apply for this role: please send a completed application form to evs@unaexchange.org by 10am GMT on Monday 23rd June 2014.