



Citizenship Foundation

JOB DESCRIPTION

Job Title:	Schools Recruitment Intern, Giving Nation
Pay:	£10 per hour
Contract:	Part time for six weeks (Start date is the week commencing 3 rd November)
Responsible to:	Education and Training Officer
Location:	Central London
Hours of work:	2 days a week (specifics to be negotiated) Normal office hours are 9.00am to 5.30pm

GIVING NATION SECONDARY PROGRAMME

Giving Nation is the largest social action programme in the country working in schools with 11-16 year olds. With sponsorship from Santander and The Cabinet Office, the programme is designed to encourage young people to participate in charitable activities and to reflect on why charities exist, as well as appreciate the benefits of giving.

MAIN PURPOSE OF THE ROLE

Giving Nation is looking to extend its reach across the county and needs assistance in persuading more schools to take part in this exciting opportunity that takes learning from the classroom into the wider community.

MAIN DUTIES & KEY RESPONSIBILITIES

- Support the team in the recruitment of schools and alternative education settings for the Giving Nation programme.
- In partnership with the education and training officer, identify and agree strategy of targeting schools to recruitment campaign.
- Contact schools directly by telephone to introduce the Giving Nation programme and arrange appointment for follow up meetings by the Giving Nation Outreach Team.
- Input and maintain the Giving Nation schools database.
- Undertake internal opportunities to develop understanding and knowledge of the curriculum and citizenship to improve confidence in role.

THE CITIZENSHIP FOUNDATION

The Citizenship Foundation is an independent charity (No. 801360) working throughout the UK and internationally to promote more effective citizenship through education about the law, democracy and society. Founded in 1989, it aims to empower people, particularly the young and disadvantaged, with the knowledge, skills and understanding to engage positively with their communities. Our work includes: a comprehensive range of citizenship resources for a wide audience from teachers to young offenders; nationwide training; national active learning projects for secondary schools and community-based projects to develop citizenship education as a collective responsibility.

At present, the Foundation has 30 employees and is supported by several consultants and volunteers. It has a lively and informal work environment whose staff are conscientious and diligent.

PERSON SPECIFICATION

Job Title: Schools Recruitment Intern – Giving Nation

Post Requirements	Essential or Desired	Criteria
Education, training and experience relevant to post	E	An interest or experience in working with secondary schools.
	D	Experience of having working in sales/recruitment/school environment
	D	Knowledge and understanding of the UK educational system, the national curriculum especially for KS3 and above
Skills Abilities Knowledge	E	Excellent oral communication skills and the ability to get the message of the programme across to schools in a concise and attractive way.
	E	Ability to work within agreed work plan, budget and time frames to coordinate and deliver recruitment activities.
	E	Ability to work to agreed deadlines with limited supervision
	E	Ability to manage and co-ordinate a variety of tasks at one time
	E	Ability to carry out repetitive tasks with enthusiasm and to persevere.
	D	Ability to develop creative recruitment strategies.
Commitment to Citizenship Foundation's Aims and Values	D	An understanding of and empathy with the charity sector
	E	Willingness to put into practice the aims and values of the Citizenship Foundation