



## London DofE Internship Opportunity

- Hours:** 3-5 days per week, six month minimum commitment placement. Flexible Professional development and training attached (e.g. Basic Expedition Leaders, Walking Group Leader, Youth Work courses etc.)
- Starting:** Monday 7<sup>th</sup> September 2009
- Location:** London
- Reports to:** Office Manager
- Salary:** None, but will pay reasonable travel and lunch expenses

### Summary and Main Purpose

This internship is offered solely as an internship and professional development opportunity.

As a Charity we are committed to promoting educational opportunities for young people to develop skills and gain experience. We want to extend this role by providing such an opportunity at our Regional Office.

The intern will be mentored by the Office Manager and will have opportunities to be involved in project development, fundraising applications, local research and looking at the impact of the current government agenda in relation to the DofE.

This position aims:

- to bring an alternative perspective to a specific element of the DofE Charity's work and,
- to provide an opportunity to develop skills and gain work experience at our charity.

## **Main Objectives**

- KA01 Support London Regional Office in developing infrastructure of DofE across the region and widening opportunities.
- KA02 Explore and identify funding streams and sources of income.
- KA03 Identify and develop research methods in relation to local and regional delivery.
- KA04 Identify links between the Duke of Edinburgh's Award and current government agenda which can be related to current and future Regional Office delivery.
- KA05 To provide administrative support to the Regional Director and Office Manager to help maintain an efficient office and assist with any DofE related queries.
- KA06 Ensure that correspondence and phone calls are dealt with promptly, providing a reliable and effective information service to Operating Authorities and DofE networks.

<b>Qualities and Knowledge</b>	
<p><b>Essential</b></p> <p>Experience of the DofE programme. 18+ years old.</p>	<p><b>Desirable</b></p> <p>Undertaking Gold DofE Award.</p>
<p><b>Skills</b></p> <p>The ability to prepare clear, concise and accurate written material. Good organisational skills. Good interpersonal and communications skills – both written and verbal. Good IT Skills.</p>	<p><b>Qualities</b></p> <p>A professional approach. Enthusiastic and outgoing personality. Efficient and well motivated. Ability to engage young people and provide useful feedback to the Charity. A flexible, initiative led and proactive approach to work.</p>
<p><b>Competencies</b></p> <p>Proven presentation skills. Ability to communicate effectively with a wide range of audiences. Ability to work in a team and to use initiative.</p>	<p><b>Measures of Success</b></p> <p>Added value in terms of London Region reporting methods and evaluations. Obtaining additional qualifications during internship.</p>