Dear Applicant,

May 2024

**Re Volunteering Project Worker**

Thank you for your interest in this role. Please see the enclosed role description and person specification.

If you would like to apply please do so by completing the attached application form and returning it to

**discovery@swansea.ac.uk by 9am Tuesday 11th of June**

We will short list against the criteria in the person specification so please use the application form to tell us

about your skills, knowledge, qualities and experience that relate to those criteria.

**For example**

**Excellent communicator**

I have developed my communication skills through the group work that is an essential part of my degree course. I have worked with a wide range of other students. For example I recently had a group presentation to complete, my group and I agreed that we would use messenger to plan and a shared teams board to collect ideas. We also planned weekly video meeting check ins. During those meetings I made sure that everyone had a chance to contribute and that my suggestions were clearly explained and understood. I listened to everyone’s ideas and contributed to discussions in a thoughtful way.

You should write between and sentence and a paragraph for each criteria, if you do not have relevant experience yet tell us why you think you have that skill, you can use examples from study, work, volunteering or any part of your life.

If you would like an informal discussion about the role or have any specific questions please contact me on

Eleanor.norton@Swansea.ac.uk

Good luck with your application,

Best wishes

Eleanor Norton

Director