**Discovery Student Volunteering Swansea**

**Supported Volunteering Intern Summer Autumn 2025**

Working hours – 10 hours per week.

6th May to 28th July

And then

9th September to 31st October

Normal working hours will be 1pm – 4.30pm Thursday and 10am – 1.30pm Friday additional 3 hrs per week agreed with the post holder and line manager.

Annual leave allowance – 26 days pro rata excluding bank holidays. (actual 3.5 days)

£12.60 per hour

Closing date for application Tuesday 1st April 9am

Start date 6th May 2025

**Main purpose of role**

Our Supported Volunteering Scheme pairs disabled adults with student volunteers who support them to volunteer for Discover. This is complemented by our Social Action Groups, in which several disabled adults, with the support of student volunteers, come together to change the world in small ways.

The post holder will support the running of our Supported Volunteering Scheme and Social Action Group projects.

**Values**

**Discovery is a values based organisation we expect all our staff to;**

* Demonstrate a commitment to developing people and the community
* Work in an inclusive way and be committed to equality of opportunity
* Encourage others to achieve their full potential
* Be approachable and accessible to staff, students and service users
* Be student centred with a commitment to supporting the students to lead and manage the work and development of Discovery

**Role description**

**Project support tasks: Disability Projects**

* To work one to one and in small groups with disabled adults supporting them to undertake the volunteering that matters to them
* Preparing and leading group sessions
* Organising and supporting student volunteers to undertake the above 2 tasks
* To support the Supported Volunteering Scheme Manager with the organisation of monitoring and evaluation data

**General**

* Have an excellent understanding of Discovery’s projects, ethos and approach
* Be responsible for their own Health and Safety and that of others in the workspace
* Other tasks considered commensurate to the level of the post

**Person specification**

**Essential**

* Excellent interpersonal skills
* Flexible and adaptable
* Able to work with a wide range of people including disabled adults with a variety of support needs
* Good understanding of equality of opportunity and ability to understand and apply the Social Model of disability
* High level of initiative and excellent team player
* Able to plan, resource, risk assess and deliver activities
* Excellent IT Skills including Microsoft Excel and Word
* Comfortable presenting to and leading groups
* Organised and efficient approach to work
* Able to manage a diverse role with many competing priorities
* Positive approach to work and a creative problem-solving attitude
* Good understanding of the benefits of student volunteering and the barriers students might face when getting involved in volunteering

**Desirable**

* Welsh language
* Interest in working in the voluntary sector
* Experience of working with volunteers
* Experience of working with students
* Experience of working with disabled people
* Training skills
* Previous knowledge of or experience of working in line with the Social Model of Disability