Dear Applicant,

Thank you for your interest in the role of **Supported volunteering project Intern**

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 send it to discovery@swansea.ac.uk by Tuesday 1st April 9am

**Application form**

Please see the person specification enclosed and tailor your application form to it. We will use your application form to assess how well you meet the criteria listed there and we will interview the candidates who offer the best match and most relevant skill and experience.

Please tell us specifically how you meet each of 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. I also volunteer with a children’s project, this has required me to adapt my communications skills widely to make sure that children, fellow volunteers and school staff are all comfortable talking to me. Volunteering has allowed me to develop my active listening skills as this is an essential part of encouraging and supporting the children.

You should write between two sentence a 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 [k.rowles@swansea.ac.uk](mailto:k.rowles@swansea.ac.uk)

Good luck with your application,

Eleanor Norton, Director