

VOLUNTEER ROLE:

Positive Futures: Work Experience

Role Description

To support the smooth delivery of the Work Experience service by assisting in the communication between schools and employers.

Duties May Include:

- Perform administrative tasks including, making calls to employers and navigating the Work Experience database

Skills Required

- Good organisational and administrative skills
- Basic IT skills
- Willingness to learn and follow processes
- Confidence in engaging with professionals
- Excellent communication and telephone skills

Benefits Include

- Gaining 3 AQA awards.
- Professional experience and development
- Access to internal job vacancies (Qualification dependent)