



Volunteer

Appointment Brief

Volunteer

If you want to change lives, call us - we want to hear from you!

Become part of a dynamic charity, with a great mix of people committed to making a real difference for young people through a range of fun and challenging programmes and initiatives.

Action4Youth changes lives and creates better chances for young people by creating opportunities to discover their personal strengths and potential.

We work with young people from all backgrounds and all abilities to make a real difference to their futures.

We are a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region.

The organisation is currently in a period of ambitious growth as it increases its influence and reach. Becoming a volunteer will add energy, purpose and substance to the team as it pushes forward at an exciting time. This is an opportunity for someone with a can do attitude and a strong desire to make things happen.

You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be part of a team that is based in an open plan office in Aylesbury and should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Corporate Strands

- Outdoor adventure and learning
- Programme Delivery – our Inspiration Programme and other programmes are designed to enable young people to discover their strengths and optimise their potential
- Infrastructure Support

Our Corporate Goals

- To provide outdoor education to enable young people to grow and develop
- To provide fit-for-purpose, demand-led infrastructure support that strengthens the capacity of youth organisations and enhances their voices and influence

- To deliver, in addition to outdoor education, a range of frontline services which contribute directly to the Action4Youth mission

What we do

Action4Youth is a leading delivery partner for the National Citizen Service (NCS) and consistently over delivers in terms of both quality and quantity.

Action4Youth takes the strategic lead for the voluntary organisations supporting children and young people aged 5 – 25 years across its area. It has around 100 organisations in membership and offers a range of essential support and services.

Our outdoor centre, Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth is the operating authority for Buckinghamshire and Milton Keynes for Open Awards Groups for the Duke of Edinburgh Award Scheme.

Job Description

Job Title

- Volunteer

Location

- Aylesbury, Buckinghamshire

Position in the Organisation

- Reports To: The Fundraising Co-ordinator
- Working With: The Action4Youth staff team

Main Purpose and Scope of the Role

- We are looking for enthusiastic and friendly volunteers who will be involved in our fundraising activities and will help to raise the profile of Action4Youth

Duties and Key Responsibilities

- Help raise funds for Action4Youth via local bucket collections
- Man community stands and engage with members of the public to help raise awareness and grow our supporter network
- Support the fundraising team in setting-up and manning stalls at local events
- Collecting, distributing and returning fundraising materials and collection tins
- Counting and banking money raised from tins and buckets

General Responsibilities

- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities and to the protection and safeguarding of children, young people and vulnerable adults.
- Report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- Undertaking responsibility, as part of the team, for all Health and Safety work related matters.
- Working within the guidelines of Action4Youth policies and procedures.

Person Specification: Volunteer	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
Interested in helping children and young people and enthusiastic about the work of Action4Youth	E	I
Experience of working in a voluntary capacity	D	I
Ability to communicate well at all levels.	E	I
Ability to work alone using own initiative	E	I
A team player who is outgoing, friendly approachable, flexible and enthusiastic.	E	I
Strong interpersonal skills, tact, sensitivity and diplomacy.	E	I
An understanding of the ethos, values and culture of Action4Youth.	E	I
Demonstrate an awareness of equal opportunities	E	I
Excellent written and spoken communication skills	E	I
Current Driving Licence and use of a vehicle	D	I

To Apply

To apply for this role please contact Jan Knight via email jan.knight@action4youth.org or call 0300 003 2334

If you would like an informal chat regarding the role please email Emily Bratt emily.bratt@action4youth.org or call 0300 003 2334

Action4Youth
5 Smeaton Close
Aylesbury
Buckinghamshire
HP19 8UN

Telephone: 0300 003 2334
www.action4youth.org