About this role.

Reporting to the Re:Green Programme Manager (RG PM), UK Year of Service Interns (UK YoS Interns) will work in teams to undertake a range of focussed activities including research, recruitment, volunteer support, campaign support, training delivery and mentoring other young people. All activities will have clear work-plans, training and support provided by Raleigh International staff.

Through this 9-month internship placement, you will have an exciting, challenging, skill-building and dynamic experience, with the option of culminating in a 2 to 5-week role on Raleigh International’s Re:Green programme.

UK YoS Interns will support and extend the reach of Raleigh International’s Action Not Excuses campaign and Re:Green programme, which aim to build a movement of young leaders taking urgent action now to address the climate and biodiversity emergencies across the UK and globally.

We are searching for candidates who share our passion about environmental sustainability, the empowerment of youth, and who are ready for the challenge of bringing our exciting new projects to life.

How to apply
Please apply through our anonymised application form on our website [here](#).

Closing date
Applications will remain open until 15th November, but internships can be secured right away. To avoid disappointment, apply now.

Interview date
Multiple, up to the closing date
Role responsibilities

Customer Service:
• Engage and enthuse interested young people in Raleigh International’s programmes.
• Provide excellent customer service to young people interested in accessing one of Raleigh International’s programmes.
• Handle telephone and email enquiries in a professional and timely manner, overseeing the shared email inboxes and online enquiries.
• Support and guide applicants through the administrative processes required to participate on Re:Green or Action Not Excuses.
• Complete effective and accurate maintenance of volunteer records on designated CRM systems.

Delivery:
• Undertake research with young people into their attitudes around climate and biodiversity emergencies.
• Work in partnership with local, regional and national organisations to promote Re:Green & Action Not Excuses opportunities to their cohorts of young people.
• This will involve planning and delivering talks to schools, youth organisations, youth clubs, universities and directly to young people through face-to-face events and webinars.
• Provide the pre-placement support and training for the young people that they recruit onto the 2022 Re:Green programme.
• Campaign planning and delivery.
• Work through Raleigh International’s Action Not Excuses campaign platform to provide structured support those people signed up to the campaign Action Challenges.
Administration:
• Capturing expressions of interest (EOIs) from young people and logging them as required.
• Provide administrative support for recruitment and training events.
• Work with our Communications team to generate content and engage with young people through our social media channels.
• Contribute to the development of internal systems and processes.
• Share best practice, ideas, learnings and successes within the team and organisation-wide to maximise the effectiveness of recruitment.
• Undertake ad hoc administrative tasks as required by the Re:Green Programme Manager.

More about the role
The UK YoS Intern workplan has been designed to have different stages throughout the 9-months, which logically lead from one to the next, building on skills at each stage.

All stages contribute to the impact created through the Re:Green programme and Action Not Excuses Campaign - which aims to ignite, equip and mobilise 2,000 young people, aged 18-24, from diverse backgrounds across the UK to develop essential leadership and conservation skills and contribute to tangible and impactful conservation.

UK YoS Interns will also support and mentor other young people on the Re:Green programme to design and lead environmental action campaigns that reach at least 20,000 more young people across the UK.
**Person Specification**

**Essential**

- Understanding, commitment and passion for work based on social and environmental action.
- Enthusiastic and energetic, with a ‘can do’ attitude and a positive and flexible approach to work.
- Ability to work collaboratively within a team and across departments.
- IT skills (Microsoft Office).
- Understanding of the need to maintain confidentiality over personal information relating to Raleigh International staff and volunteers.

**Desirable**

- Experience of volunteering with conservation, social action or community development projects.
- Experience with recruitment procedures.
- Good understanding of social media marketing.
- Marketing experience/educational background a plus but not required.
- Ability to provide excellent customer service to a wide range of applicants, volunteers and next of kin.
- Ability to manage varied workloads, take initiative, problem solve and use methodical working practices.
- A desire knowledge and understanding of Raleigh International’s programmes.
- Experience of supporting or managing volunteers.
- Experience of working with databases (e.g., NetSuite).
- Working knowledge of Microsoft packages (Word, Excel).
- Excellent communication skills with a high standard of written English.
- Excellent attention to detail.

**Employment Eligibility**

- Be aged 18 – 24 years old before the 8th November 2021.
- To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.
Why work for us?

What makes Raleigh International different…
We are taking action to harness and maximise the energy, creativity and determination of the current youth generation to tackle the most pressing and complex challenges facing our planet.

Julian Olivier, CEO, Raleigh International
Our vision
A fair, inclusive, and green world where young people confront the planet’s most urgent crises.

Our mission
To ignite youth-led action that creates solutions to the world’s most urgent problems.

We support young people by connecting them with the skills, networks, platforms and experiences to lead action on the change they demand.
Raleigh International is a youth-driven organisation supporting a global movement of young people to take action.

We exist to ignite youth-led action that creates solutions to the world’s most urgent problems. But while young people demand change now, they do not always know how to take action. We support young people by connecting them with the skills, networks, platforms and experiences to lead on the change they demand.

We work globally to promote the role of young people in decision making and civil society, creating meaningful youth employment and enterprise, protecting vulnerable environments, combating climate change, and ensuring the right to safe water and sanitation.

With over 35 years of experience working with over 55,000 young people from more than 100 countries, we’re an ever-evolving organisation, constantly adapting to new ideas and challenges.
Our Theory of Change.
Ignite, Equip. Mobilise.

This generation of young people will change the world. But in order to make the vision of a fair, inclusive and green world a reality, young people must be given access to the platforms, networks, skills and experiences they need. They must be engaged in action where their rights are championed, and where their voice is heard as an equal.

We support young people to move up through three levels of participation; first engaging as contributors; then as collaborators; before arriving at the level of initiators.

Contributor.
I contribute towards the achievement of predefined goals, generating new opportunities for myself and the world.

Collaborator.
I collaborate with other young people, making decisions about the goals we want to work towards collectively.

Initiator.
I ideate, initiate and engage in equitable decision making with adults devising new ways to work towards shared goals.

Our Global Alliance

For 35 years we have helped create youth leaders who are empowered to create lasting change in their communities. Our global alliance of over 15 countries forms a network of committed changemakers who collaborate on and initiate programmes and campaigns which are helping to build a greener and fairer world.

Action Not Excuses

Action Not Excuses is our first ever global environmental campaign. It will link up young people across the world to take climate action. Together we will support 100,000 young people to create new green jobs, lead the fightback against waste and pollution, and plant 10 million trees.

Your Impact.

Raleigh International’s size means that you can have a big impact on the organisation with your role. We run efficient teams with core, essential skillsets and it is likely that you will be able to help shape the strategy and implementation of your team’s plans and bring your ideas to the fore. Each role in our organisation is essential and its impact can be felt on a day-to-day basis with the delivery of our programmes.

Our Culture.

Raleigh is a friendly, positive and collaborative place that feels more like a family than a workplace. Our people are at the heart of the organisation. Connecting and sharing with each other and having fun together are as important as the work we do.

We’re also a learning organisation and believe very much in having the skills to succeed. Ongoing learning and development initiatives are something we are passionate about.
We respect the qualities of real leaders, and we strive to embody them in everything we do.

**Create impact together.**

We believe our voices and actions are stronger together. It is the ideas and power of an inclusive movement that changes the world.

**Act with integrity.**

We respect the qualities of real leaders, and we strive to embody them in everything we do.

**Commit to learning.**

We understand the importance of learning for growth and inclusion. We must listen to and learn from each other to create real change for everyone, everywhere.

**Find the courage.**

We stand up for what we believe is right, even if this means stepping out of our comfort zones.

**Never give up.**

Changing the world can be hard, but we will not stop until we have achieved all we set out to.
Office hours.
Normal office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm. Weekend, early morning and evening working may be required depending on the requirements of the role. See the role description for more information. We have a hybrid style of working between our London, Westminster based office and remote working. Currently you would need access to our office to work for us.

Employment eligibility.
To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Anti-corruption policy.
It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh’s policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.

Equity, Diversity and Inclusion.
We are committed to eliminating discrimination and creating a workforce that reflects the societies we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion, allowing all colleagues and volunteers to bring their whole selves to work or their volunteering placement, without fear or judgement. We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we are working hard to ensure that as an organisation and as individuals we are all accountable. It starts with us.
Benefits

Not only does a career at Raleigh International offer fulfilling job satisfaction and impact, but we take seriously investment in our best resource – our people. As an employee of Raleigh, you will be able to access the following benefits:

Volunteering leave
We believe in the power of volunteering. That’s why we offer every employee twenty-eight hours (four days) volunteering leave per year (pro-rated for part time staff).

Employee Assistance Programme
Raleigh is part of an employee assistance programme which offers round the clock support for employees and their immediate family members on a wide range of work and personal issues.

Wellbeing programme
We know that healthy bodies and minds are important. Whether it’s yoga sessions in the office, staff welfare days and collaborative weekly wellbeing events, Raleigh International Head Office strives to offer a mix of activities.

Season ticket loan
Interest free loans are available to allow staff to save money and purchase season tickets. The loan is paid back monthly via deductions from your salary.

Other benefits
Also available to staff are enhanced maternity/paternity/adoption pay, life assurance, pension scheme, study leave, staff discounts and free eye sight tests.

Contact us

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