**Job Title: Youth Programme Volunteer**

**Reports to: Youth Programme Officer**

**Salary:** **Unpaid, the chosen candidate will receive a weekly allowance to cover travel and lunch expenses**

**Hours:**  **Full time and part time applications will be considered**

**Duration:** **6 months**

FORWARD is seeking an enthusiastic and committed volunteer to work with FORWARD’s Youth Programme team.

Applicants must be well organised and enthusiastic “self-starters,” they must have a keen awareness of the key areas of FORWARD’s work and a demonstrable interest and knowledge in international development and human rights, specifically the rights of women and girls. Excellent communication and social media skills and being able to demonstrate great writing skills and having an eye for detail are also imperative for this role.

**Main areas of work**

* Using online and offline tools to promote FORWARD’s Schools Programme to Schools and other educational bodies.
* Supporting with day to day administrative tasks such as processing bookings from schools
* Assisting with the inputting of data to ensure the smooth running of the Schools Programme
* Supporting with youth advocacy activities
* Assist with resource development and content creation for quarterly newsletter.
* Supporting with stalls and any other outreach activities required by the team.

**We are interested in applicants with the following set of skills:**

* Excellent written and spoken English
* Experience of digital campaigning social media and understanding its impact
* Well organised and efficient
* A good understanding of the main areas of FORWARD’s work (FGM, child marriage and obstetric fistula)
* A good understanding of the workings of British Education system
* A positive attitude in the portrayal of the above issues and an understanding of routes to market FORWARD communications to the correct audiences
* Able to work in a timely manner and to deadlines
* Innovative and analytical mind
* Good team player

**TO APPLY:**

Please send a CV and cover letter addressing each of the skills criteria to [recruitment@forwarduk.org.uk](mailto:recruitment@forwarduk.org.uk) by **Thursday 28th February 2018**. Please clearly state “Youth programme volunteer” in the subject line.

**Closing date: 28th February 2019**