



Skilled Placement & Social Enterprise Co-ordinator

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Estimated hours: 4 hours per week (*term time only*)

Winchester Hub is looking for a new Skilled Placement & Social Enterprise co-ordinator to join our committee! This is a great role for a student passionate about providing opportunities for students to develop skills in the non-profit sector and building awareness of careers that are socially active. You will develop skills in delivering training, recruitment practices, communicating with community partners and volunteer management. You would be working as part of the Winchester Hub student committee, supporting other members in their work as well throughout the year. **You do not need to have volunteered with Winchester Hub previously in order to apply for this role.**

Responsibilities:

- Work closely with the staff Programmes Manager to support the recruitment, selection and delivery of our skilled placements and social enterprise work.
- Work with our Communication Officers to ensure the advertising of our skilled placements and social enterprise projects.
- Research and explore charities and/or social enterprise that we could work with on our skilled placements.
- Raise the profile of Winchester Hub across campus and with the student body, through drop-in info sessions and being active of our social media posts during key recruitment periods.
- Attend a weekly whole committee meeting.
- Assist the committee in fundraising efforts.

The ideal student will:

- Be enthusiastic about social action and Winchester Hubs' work!
- Have good communication with the rest of the Winchester Hub student committee and the staff team.
- Be organised and able to manage multiple areas of work at once.
- Be confident with speaking to groups of individuals and supporting training sessions.
- Have great time management and planning skills.
- Have good knowledge of the University of Winchester and the student body.

Please note, if you are interested in applying but feel you haven't developed these skills yet, we still want to hear from you! We believe this is a good development opportunity for you, how about giving us a ring or emailing us to have a chat about the role?

Number: 01962 827624

Email: hello@winchesterhub.org

Interested in applying? Head to our website where you'll find our application form:

<https://www.winchesterhub.org/activities/join-our-2020-2021-committee>.