



**Full-time volunteer, City Year UK**  
*London, West Midlands or Greater Manchester*

City Year UK is seeking to appoint an outstanding candidate to commit to volunteering full-time for a year in a school in either London, the West Midlands or Greater Manchester.

**Background**

City Year UK believes in the power of young people to change the world. Through a year of full-time volunteering, 18-25 year olds can make a real difference to the life chances of school pupils from the most disadvantaged communities, while gaining valuable leadership experience and boosting their own career prospects.

**An overview of the role**

For a full academic year our volunteers act as role models and mentors to children in schools in disadvantaged communities, helping them to reach their full potential.

City Year UK's volunteers are integral to the school day. As part of a team of other volunteers, they encourage pupils both in and out of the classroom to engage with and enjoy learning, providing 1:1 and small group support in class and running breakfast and after school clubs.

As role models, volunteers are uniquely well-placed to create meaningful relationships with children who need help to do well at school. They bring a new perspective to learning and boost pupils' confidence, while improving behaviour, creating no-bullying cultures and helping pupils to feel safe, empowered and happy.

Volunteers embody a powerful culture which runs through everything they do, and our distinctive uniform helps them be highly visible role models around the school and wider community.

City Year UK is a leadership development programme and we take the personal and professional development of our volunteer mentors very seriously. As a way of measuring your development we create specially tailored Professional Development Programmes for each volunteer to help you develop the key skills and competencies that employers are looking for and that will stand you in good stead for life - things like planning and organisation, communication, problem solving, taking the initiative, resilience and self-awareness.

## **Responsibilities**

### *In-school (Monday - Thursday and some Fridays, during term time only)*

- Build meaningful trusting, coaching relationships with targeted pupils to tackle frustration, isolation, anger, low self-esteem, attention seeking and distraction before they lead to acting out in the form of disruptive or negative behaviour.
- When required, work alone with a designated list of pupils requiring more intensive 1:1 mentoring support. Run a range of interventions in English and maths using teaching and learning content provided by the school.
- Support teachers in class by working at tables of four or five pupils.
- Model good behaviour for all children in classrooms, corridors and outside areas through structured break time activities, eating lunch with pupils and reinforcing school expectations.
- Help encourage attendance and punctuality in all pupils.
- Encourage library use, supervise homework or study clubs.
- Supervise fun before-school activities for the whole school such as breakfast clubs to get pupils energised and ready for school.
- Run a range of extra curricular clubs, e.g sports, music, homework, debating etc to help build children's confidence.
- Support the school with the creation of displays, the coordination of special events and trips, the sorting or marking of books or materials, or the entry of valuable pupil data.
- Plan special projects to engage parents and the local community.

### *Outside of school (Monday - Friday, during term time only)*

- Attend occasional training, coaching and career development sessions outside of school
- Represent City Year at external events with our business partners or influential figures to help raise our profile
- Attend recruitment events to inspire and tell prospective volunteers all about what they're signing up for
- Take part in volunteering days with our funders
- Work shadowing opportunities with our staff and business partners
- Access to a mentor

## **Skills, abilities and qualities**

- Passionate about wanting to tackle educational inequality and work with children (essential)
- Desire and ability to be a role model for others (essential)
- Experience working - whether voluntary or paid - with children or young people (desirable)
- Good written and verbal communication (essential)
- Responsible in nature (essential)
- Willing to demonstrate taking the initiative (essential)
- Committed and willing to push through challenges (essential)
- Empathetic, reflective and thoughtful (essential)
- Self-aware and open to learning (essential)
- Adaptable and willing to challenge own comfort zone (essential)
- Organised (essential)

## **Reporting to**

You will be line managed on site by one of our school-based programme staff team who will have oversight of your day-to-day training and development in and outside of school.

## **Hours**

The City Year UK volunteer role is full-time, Monday to Friday during term time only. You will not be volunteering with City Year outside of term time ie. weekends, Bank Holidays or during school holidays. A typical school day begins between 7.30am and 8am (depending on your school or rota arrangements with your team). During term time you need to be available from first thing in the morning until 5pm.

## **Expenses**

As you are a volunteer, rather than an employee, we are able to offer you some support to help you during your City Year. You will be entitled to claim reimbursed living expenses up to £4,400 a year in London or £3,960 in West Midlands and Greater Manchester. This is not a salary and should not affect the receipt of state benefits (if applicable to your personal situation) for things like housing, free prescriptions etc. In addition to living expenses, we will reimburse the exact amount of money that you will spend on using the most reasonable method of transport to get to and from your school and the City Year office.

## **Background checks**

Appointment is subject to clearance through the Disclosure and Barring Service and receipt of satisfactory references. The voluntary work you will be undertaking will involve contact with children and young people which by law is exempt from the Rehabilitation of Offenders Act 1974. You are not entitled to withhold information and must declare all convictions, including spent convictions, cautions, reprimands and final warnings. Any information given will be completely confidential and will be considered only in relation to any application or positions to which the Order applies.

## **To apply**

You will need to complete our online application form online, which you can find at [www.cityyear.org.uk](http://www.cityyear.org.uk). If your application is successful, one of our recruiters will invite you to an interview at our local offices. All successful candidates offered a place on our programme must be available to complete our two week induction training before going into school.