



## Volunteer Role: Routes2Success Project Support

Organisation Name	Black Training and Enterprise Group (BTEG)
Organisation Overview	BTEG is a national charity who's mission is to end racial inequality. We deliver programmes for young black, Asian and minority ethnic (BAME) people aged 11-30 years. We conduct action research and provide a voice to government for BAME organisations. ( <a href="http://www.bteg.co.uk">www.bteg.co.uk</a> )
Role	<b>Volunteer project support for <i>Routes2Success Ethnic Minority Role Model programme (R2S)</i></b>
Location of position	Kings Cross
Responsible to	Brianna Cyrus, R2S Programme Director
Purpose/summary of role	Supporting the interim programme director with project administration, marketing (particularly social media) and other general duties. You would have an opportunity to help plan events and be a part of our role model recruitment process
Description of tasks	<ul style="list-style-type: none"> <li>• Updating the role model database (excel)</li> <li>• Updating Twitter and Facebook accounts with regular, relevant information</li> <li>• Supporting with role model recruitment</li> <li>• Updating project documentation/paperwork with current funder logos</li> <li>• Assisting with planning role model events</li> <li>• Creating packs for events</li> <li>• General admin duties</li> </ul>
Time Commitment	1 -2 days per week
Skills and Qualifications	<ul style="list-style-type: none"> <li>• Fully computer literate and comfortable with MS Office</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of using social media particularly Twitter and Facebook</li> <li>• Friendly and proactive character</li> <li>• Good communication skills</li> <li>• Being able to use your own initiative but be able to ask for help when you need it</li> </ul>
Training and Support	<ul style="list-style-type: none"> <li>• Induction to BTEG</li> <li>• Volunteer Handbook</li> <li>• Training on aspects of the role</li> <li>• Support, advice and guidance from Volunteer Coordinator</li> </ul>
Reimbursement of expenses	Public transport costs covered* and subsistence (e.g. lunch) covered up to £5 per day*
Benefits to volunteer	<p>The opportunity to gain some new skills and develop existing ones.</p> <p>The opportunity to meet new people</p> <p>The satisfaction of knowing you are making a difference particularly to the young people who will benefit from R2S</p>
Application Procedure	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Informal interview</li> <li>• Reference</li> <li>• Trial Period</li> </ul>
Contact Information	<p>Brianna Cyrus, R2S Programme Director</p> <p><a href="mailto:Brianna@bteg.co.uk">Brianna@bteg.co.uk</a></p> <p>Tel: 020 7832 5840</p>

\*Must provide valid receipts for travel and subsistence costs