



Trussell Trust Gap Year placement: Bulgaria dept. (U.K.)

Job Title: Bulgaria Projects Assistant

This is a voluntary position for a young person who wants to gain valuable experience working in the charitable sector in the UK and Overseas.

Period of Placement: Starts September 2010, ends August 2011 (negotiable).

Hours: 37.5 per week (Monday to Friday) and additional Trust activities as mutually agreed.

Location: Trussell Trust head office, Salisbury, U.K.

Conditions: The Gap Year student will not pay a fee to The Trussell Trust but will have to find own accommodation and living costs in Salisbury. There will be no charge for the Christmas Box trip but Summer Camp place will need to be paid for at that year's rate (typically £800). You will work to support the activities of The Trussell Trust Overseas Dept. Your line manager will be the Bulgaria Operations Manager.

Key Objectives

1. To work alongside the Bulgaria Operations Manager in order to assist vital project work.
2. To receive practical training in all areas of the Trust's work.
3. To understand, gain experience in and support all aspects of project work such as: organising volunteers; PR & marketing, ongoing project planning, implementation and assessment; report writing; project administration; importation and distribution of Humanitarian Aid; overseas mission and development of long term vision.

Benefits

1. To spend up to four weeks in Bulgaria experiencing work in another culture (Christmas Box distribution 2010 & optional Summer Camp 2011).
2. To gain valuable practical experience working with a frontline social action charity: see Key Development Skills.

Key Outputs:

- Assisting in the organisation and delivering of projects run by The Trussell Trust in UK & Bulgaria under the direction of the Bulgaria Operations Manager
- Working with volunteers from all works of life within Trussell Trust guidelines
- Acting as an ambassador in the U.K. for the work in Bulgaria with particular reference to delivering talks to schools, churches and other interested groups
- Supporting fundraising events
- Working within other Trust departments as required

Key Development Skills:

- Organisation and planning
- Communication skills

- Knowledge of the needs of children and socially deprived people and a genuine desire to help improve their lives
- Cross cultural skills
- Team work

Personal Attributes:

- It is a genuine occupational requirement for the Gap Year Placement person to be a Christian
- Reliable
- Good communicator
- Flexible
- Ability to use own initiative
- Ability to work as part of team
- Ability to work with people from all backgrounds and abilities
- Computer literate

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