



JOB DESCRIPTION

Charityworks Graduate Trainee Programme



Organisation name: Charityworks

Job title: Charityworks Graduate Trainee

Reports to: Manager, Graduate Trainee Scheme

Role responsibility

Charityworks was born in a series of coffee shops in 2008, when a number of conversations between like-minded colleagues in the non-profit sector gave breath to an idea. Now every year, more than one hundred trainees go through our programme, based at one of our 60 partner businesses such as AgeUK and NSPCC.

As a Charityworks Graduate Trainee, you will deliver a full-time job in a partner charity or housing association and complete an acclaimed 12-month leadership programme. You'll have access to a national network and mentor to support with your understanding of key issues, giving you all the tools you need to work and lead in the non-profit sector.

Role duties

- Deliver a specified role within one of our partner organisations.
- Carry out your responsibilities as outlined in your job description and in agreement with your manager.
- Meet deadlines and respond to feedback.
- Engage positively with all aspects of the Charityworks leadership development programme.
- Complete independent research on topics that affect the sector.
- Take responsibility for keeping Charityworks informed regarding your role and professional development.
- Build relationships within and beyond the organisation, expanding your professional horizons.
- Be a positive role model for other graduate trainees and future applicants.
- Demonstrate our values, culture and standards when working with our partner organisations.

Qualifications and skills

- A degree in any discipline.
- Experience which demonstrates your commitment to social change (this can be paid or unpaid, at home or abroad and can include caring responsibilities).
- A creative problem-solver with a proactive approach.
- Capable of clear and effective communication both verbally and in writing.
- Ability to cope well with changing demands and environments.
- Strong presentation skills.
- Basic knowledge of IT software packages, such as Microsoft Office.

This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.