

# Volunteers: Expression of Interest

CHANGE AGENTS UK

Working and learning for a sustainable future

## Who are we?

CHANGE AGENTS UK are a Charity and not-for-profit Organisation; experts in recruiting and developing graduates and young people driven by the desire to work for ethical and responsible businesses.

We do this by providing our clients and partners with high quality, enthusiastic professionals for entry and mid-level roles. Our graduates and young people gain invaluable experience through access to paid and voluntary opportunities, which alongside training, online learning resources and collaboration, increases their value, impact and employability.

We pride ourselves on being flexible, open and progressive, recruiting graduates and young people to work in organisations with strong values, who want to minimise their impact on the environment and make the world they operate in more sustainable.

## Who are we looking for?

- **A mentor**

Your role as mentor is to support graduates through the Personal Development Award (PDA) process while they are on their job placement. PDA is a City and Guilds accreditation that is a formal recognition of the knowledge and skills graduates gain through their work experience. You provide guidance and feedback as needed, ensuring that they conscientiously follow and apply the advice and also act as a consistent and motivating point of contact for them.

Graduates will know that you are a volunteer within Change Agents UK, and that your role is to guide them to achieve success in their PDA. They will not expect you to be an expert in sustainability, their field of work or the area of focus for their PDA.

- **An Assessor**

Part of the PDA Team, you will evaluate final reports, following a set of marking guidelines. This assessment can take around 2-2.5 hours per final report and is likely to be once every 2 months.

- **Course writer for our Academy**

We have recently launched our fantastic e-learning course on the Skills of Assertive Behaviour. It's a 6 week course, encompassing

Moodle learning, short presentations, and other resources.

It has been very well received and we are looking to expand our courses. Can you help? Topics can be of your own choice but could include: The Art of Presenting; What it Takes to be a Leader; Tips for Writing; Dealing with Work-Life Balance; Coping with Stress; Solving Problems; How to Delegate; Managing Expectations in Your New Job, for example.

- **Someone with expertise to offer to our grads**

Do you have unique background or perspective on a topic or in a particular field or work, but don't have time to create a course)? We can organise a webinar with Live Q&A session from you, as the expert!

- **Writer / blogger for our website (or Change Agents Academy)**

Do you have, or could you write, original exercise for skills development, articles or blogs that our grads could read? Topics include (but not limited) to sustainability, water, energy, environment, personal development..

- **Running occasional workshops**

We are looking to run workshops twice a year on the topics of Project Management, Presentation skills, etc.

**What would you like to offer? Is it one off (article, webinar, training) or are you happy to be involved more frequently?** If you would like to help, but are not quite sure where you might fit in, send us your CV and we might come up with areas we need help with!