

london plus

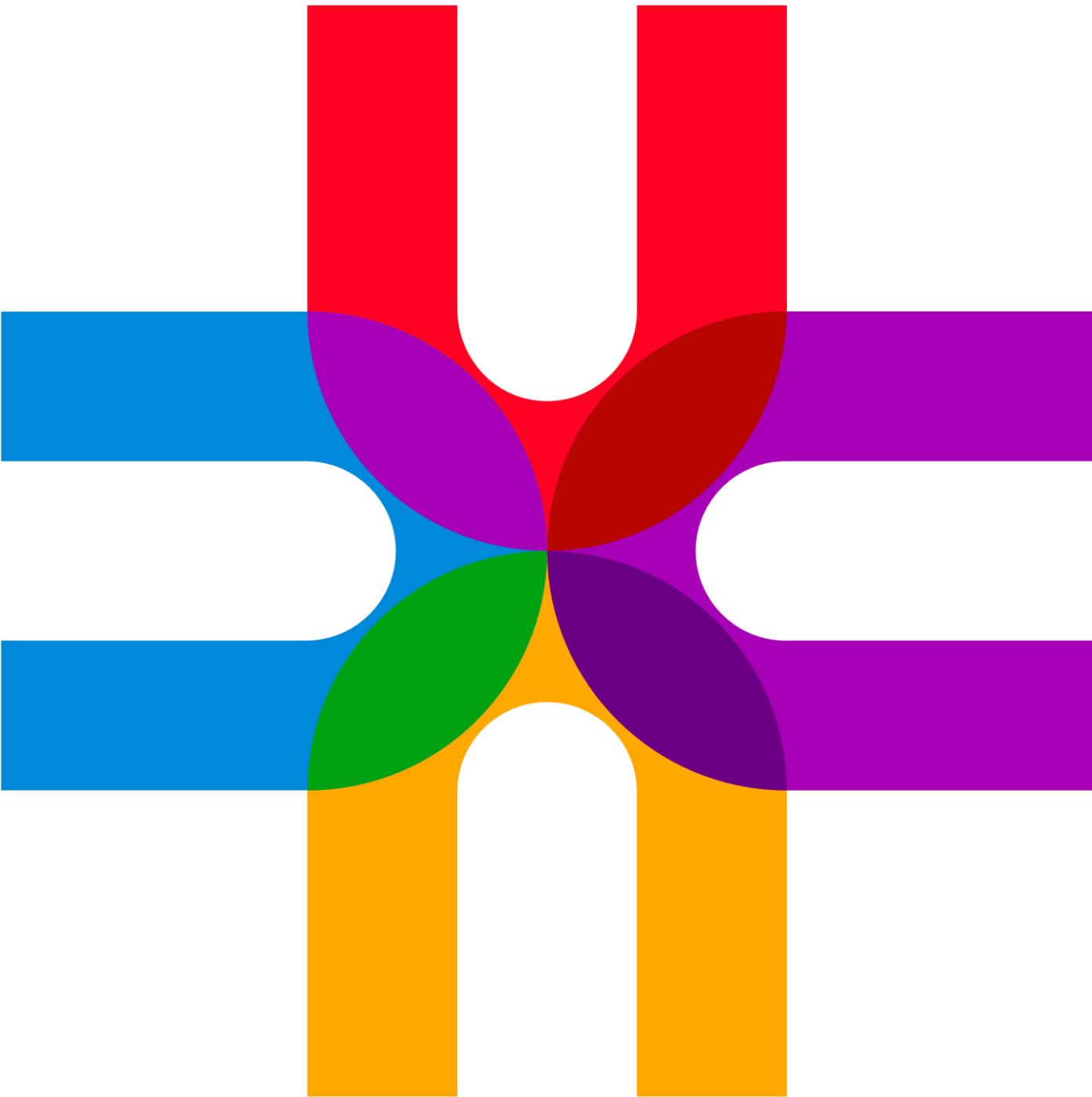


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Recruitment Pack – Vaccination Volunteer Database intern

Thank you for your interest in this internship position.

London Plus is a young charity that has successfully established itself and built a positive reputation across London. Our work supports London's voluntary and community sector by providing connections to policy-makers, collecting data, developing insights, and running networks.

We have played an important role in London's response to Covid and contributed to a growing appreciation of the value and importance of civil society. We have strong links across London's voluntary and community sector, as well as with charitable funders, the GLA, London Councils and specialist groups.

When the Covid vaccination programme began at the end of 2020, the NHS in London began to draw on a rich range of volunteering groups to support with marshalling of patients across hundreds of different sites. This represented the largest mobilisation of volunteers since the Olympics in 2012.

London Plus enlisted software company Time to Spare to develop a database and management tool to support the push for vaccination volunteers. The database helped coordinate requests for volunteers across many London boroughs, channeling them to local and national bodies who could meet the demand.

London Plus are now looking to hire an intern to work on a project collecting data on the use of vaccination volunteers across London and help write a report on the lessons for the capital's approach to volunteering.

The total number, spread and sources of volunteers across the whole of London is not known. There is an opportunity to complete the collection of data about volunteer numbers, to understand the lessons from this episode and inform a future volunteering strategy for London.

One of the lessons from the pandemic has been the strength of community spirit and mutual support in London. This includes the number of people coming forward to help with the vaccination programme. Completing and analysing the database on the number of volunteers can play an important role helping London recover and build stronger communities for the future.

If you are interested in charities and the community sector, care about London and want to gain experience working on a project collecting and analysing data, this could be the perfect opportunity for you. The important thing is that you are comfortable with spreadsheets and have good inter-personal skills to help you work collaboratively with colleagues from volunteering organisations across London.



Martin Brookes

Chief Executive, London Plus



Background Information

London Plus

Our **Vision**: A city where all Londoners can thrive

Our **Mission**: Championing London's civil society through insight, influence and powerful connections

Our **Values** are London's values:

- We promote equality and champion diversity
- We actively collaborate
- We are always learning
- We act with integrity
- We are bold
- We look for the bigger picture

Our **Brand**:

- Keep it simple
- Be smart
- Think big

London Plus roles

The London Plus staff team current consists of five people. The new role will increase the number to six. There are 11 trustees.

For more information see londonplus.org.



Role Description – Vaccine Volunteer Database intern

Responsible to:	Chief Executive (Martin Brookes)
Salary:	£10.75 an hour (London Living Wage)
Contract Duration:	2-months contract with possible extension to three months
Hours:	Three - five days a week (negotiable)
Start date:	ASAP
Direct reports:	None
Location:	Working from home. The role might require some travel across London to attend meetings, Covid dependent,

Main Purpose:

This role will help collect data from organisations across the whole of London in order to complete the data for the vaccination volunteer database, and contribute to a report on the lessons for London's policymakers as well as the voluntary and community sector.

Principal Responsibilities and Accountabilities:

- Contact volunteering bodies across London to collect data on numbers of vaccination volunteers in 2021
- Contacting NHS bodies to ensure comprehensive coverage of vaccination sites for data collection
- Input data into spreadsheets, working with software company Time to Spare to ensure consistency of data
- Working with colleagues in London Plus and other organisations to help analyse the data and produce a report on the lessons for London

General duties and responsibilities as an employee

All staff are required to work as part of a team and contribute to the overall aims and objectives of London Plus. Staff are expected to be an advocate for the organisation and operate in accordance with the values, policies, and procedures.

The above list of duties and responsibilities is not exhaustive, employees may be required to undertake other responsibilities and training as requested and as appropriate to your role level.



Person Specification – Vaccine Volunteer Database intern

Requirements	Essential	Desirable
Educational attainment	<ul style="list-style-type: none"> • Good data and numeracy skills; • Aspirations to work in the civil society sector in a professional role. 	<ul style="list-style-type: none"> • Additional extra-curricular qualifications or experience.
Knowledge required	<ul style="list-style-type: none"> • Basic understanding of the work of charities and community groups and their contribution to improving outcomes for communities. 	
Experience required		<ul style="list-style-type: none"> • Experience analysing qualitative and/or quantitative data.
Skills and aptitudes required	<ul style="list-style-type: none"> • Good written/verbal communication skills; • Able to confidently communicate with a range of people; • Excellent interpersonal skills; • Good IT skills and ability to use Microsoft Word and Excel. • Ability to analyse data and collate information; • Interest in the work of charities in London and how the city recovers from the pandemic. 	
Personal qualities required	<ul style="list-style-type: none"> • Good team player; • Empathy with the values and vision of the organisation; • A commitment to addressing inequality, celebrate diversity and promote inclusion; • Flexible approach to working hours. 	



Application Process

If you would like to apply for this position, please submit the following:

- A full CV;
- A two-page supporting statement that tells us why you are interested in the post and how you meet the requirements of the person specification.

Applications should be submitted [here](#).

- If you would like an informal chat about this role, prior to applying, please contact our Chief Executive, Martin Brookes (martin@londonplus.org). He will arrange a time to speak.

Next Steps

Closing Date: Monday 30th August COP

Shortlisted candidates will be notified by: Friday 3rd September

Interviews: W/C 13th September. Date TBD.

