

Start Up Stirling Student Internship - Job Description

Role: Student Internship Project Worker
Responsible to: Start Up Stirling Project Coordinator
Hours: 28 hours per week for 12 weeks
Salary: £17,062.50 pro-rata (£8.75 per hour)
Location: 16B Whitehouse Road, Stirling, FK7 7SP



Closing date: 5pm Thurs 17th May 2018
Interviews will be held week commencing 21st May 2018
Start Date: Between Mon 28th May and Fri 8th June 2018

Please [download the application form here](#) and send this to Linda Sterry on linda@startupstirling.org.uk or post to the address above.

Organisational Profile:

Start Up Stirling was set up in 1994 to assist local homeless people by providing packs of household goods, cleaning items and non-perishable food. As Start Up's primary objective is to relieve poverty, suffering and distress we have continued to adapt our services to meet the ever-changing needs of the Stirlingshire community. Currently we provide Starter Packs, Crisis Food Bank Services and a Support Service for families and individuals providing a safety net to those families and individuals within our Stirlingshire community when circumstances have put them in a position of needing support.

Role Profile:

Start Up Stirling are seeking to recruit a student intern to work with our staff and volunteering team throughout the summer period. You would have the opportunity to participate in all aspects of our work. The successful candidate will be willing to learn and share experiences, be flexible in their approach and have an enthusiasm to put energy and effort into our worthwhile cause making a real difference for those who are in receipt of our services.

Internship outline and responsibilities:

- 1) Provide practical assistance in our warehouse, foodbanks and support service.
 - The intern would be involved in all aspects of our work from assisting with intake of goods from donors in our warehouse to back-office administration to experiencing how our foodbanks and rural delivery for foodbanks operate.
 - Gain an understanding of our organisation, each of our service areas and the issues and challenges many face across Stirlingshire.
 - Assist with evaluation of our services

- 2) To work with our staff and volunteer team to coordinate and support supermarket food collection events and fundraising events.
 - Help organise volunteers for each event / activity.
 - Work with staff and volunteers to plan events.
 - Attend and provide support at events

3) Undertake a research project

- Research similar organisations in the UK that provide crisis food support, support services and starter packs
- Prepare a report on PR, marketing and fundraising initiatives on these organisations
- Prepare a list of recommendations for the Community & Partnerships Coordinator

4) Work with Community & Partnerships Coordinator on projects

Person Specification:

Essential Skills

Good organisational skills.

Strong understanding of boundaries and confidentiality.

Great communicator with effective listening skills.

Flexible approach to work and ability to show initiative.

Good team working skills.

Excellent Literacy skills.

Desirable Skills

Awareness of poverty locally and nationally.

Experience of coordinating fundraising.

Confidence in speaking to groups / at external activities.