

WORK PLACEMENT – VOLLEYBALL VOICE COORDINATOR



VOLLEYBALL VOICE COORDINATOR

BACKGROUND INFORMATION:

Starting in 2014, the Volleyball Voice is now entering into its third year. The event gives Volleyball England a chance to meet with our members in their regions, discuss the previous year and address any issues or ideas for the future. Incorporating aspects of club development means this is a useful and informative session for our members at a grass roots level, whilst allowing us to gather valuable feedback to shape our future work programmes and focus areas.

PLACEMENT DETAILS:

START DATE:	TBC
LENGTH & DURATION:	1 day per week. We would ask that you are available to attend at least one of the Volleyball Voice event/s – this may require evening work and additional work days in the build-up to said event/s.
PLACEMENT AREA:	Membership, Customer Services, Club Development, Critical Reviews.
SUCCESS CRITERIA:	A successful, well ran Volleyball Voice event in each of our nine regions.

ROLE DESCRIPTION:

We are looking for an efficient student who showcases good organisation and communication skills, and demonstrates an ability to assist with budget management and event planning. The Volleyball Voice Coordinator will take the lead in planning and organising Volleyball Voice forum/s to meet the needs of our members following consultation. Roles and responsibilities could include:

- Sourcing and booking venues, refreshments and guest speaks (if applicable)
- Researching and producing an Agenda for the sessions
- Coordinating staff travel to and from the forums
- Communicating the events to our members in each region
- Assisting with the creation of resources for the events
- Reviewing and critically reflecting on the Volleyball Voice post-event/s

We would ask that the Volleyball Voice Coordinator makes themselves available for a minimum of one event to help with reflective work after the forum/s.

WORKING HOURS AND FURTHER DETAILS:

The Volleyball Voice Coordinator will be required to be in the Volleyball England Office for a minimum of 1 day a week – days can be flexible to fit around your individual needs. In the build-up to Volleyball Voice event/s, we would expect this to increase to accommodate the increased workload.

FURTHER DETAILS:

For further details on the role, please contact Hannah Winsbury by [email](#), or on 01509 2277 23. To apply, please return the Application Form below no later than **Friday 4th December 2015**.

Please note this is an *unpaid* placement opportunity. Volleyball England are unable to reimburse any expenses relating to this placement, including but not limited to travel costs, accommodation or sustenance.

APPLY TODAY

If you are interested in this opportunity, please complete the below form and return to Hannah Winsbury by post (Volleyball England, SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF) or via [email](#).

Please note the closing date for this placement is **Friday 4th December**.

PERSONAL DETAILS:

Full Name:

Date Of Birth:

Email Address:

Telephone Number:

College/University (if applicable)

Do you consider yourself to have a disability or medical condition we should be aware of? If yes, please state here:

CURRENT STRENGTHS & OBJECTIVES:

Referencing the Role Description above, what are you current strengths?

Why are you interested in this specific Work Experience Opportunity?

What are you looking to get out of your Work Experience placement?

Do you have any availability issues we should be aware of?

