



Job Description

Post:	RVA Summer Activity Intern
Working hours/Contract:	21 hours a week
Annual Leave:	25 days a year pro rata
Pay:	£15/hr
Responsible to:	Youth Project Coordinator

Post to create, promote, attend and report on a calendar of youth summer holiday activities across Reading.

Main tasks include:

Creating a calendar of all youth activities taking place cross Reading during the summer holidays; the production of various promotional materials; social media marketing; community engagement work; attending as many activity sessions as possible in August and reporting on those sessions; monitoring the overall programme and producing a final report at the end of the summer.

RVA team support:

To work as a collaborative member of the RVA staff team. Communicating with and supporting others, in order to deliver RVA's Aims. To undertake other duties that may reasonably be requested to help RVA meet its Aims.

The person:

You will need to be reliable, organised, be a competent user of different social media platforms, personable, a good communicator and have the ability to be reflective and write a constructive report.

You are entitled to work in the UK and are able to work occasional evenings and weekends.

This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take account of changes and developments in service requirements.