



Can learning about work be fun?

It can when it's part of our Engaging Secondary Schools Project, which brings our staff and local pupils together for a six-week programme of customer service, job application and interview skills.

Civil Service Local supports the Civil Service commitment to delivering 30,000 paid volunteering days per year by bringing together local opportunities and volunteers and guiding activities towards key government policy areas.

Our approach is to combine volunteering opportunities with our drive to improve young people's prospects for employability and to foster a positive attitude towards the benefits of working.

Axe Valley Community College

Axe Valley Community College is for pupils aged 11 to 18 and has a proud tradition of serving the local community in the heart of rural East Devon.

Can you help?

As part of your development and giving something back to the community where you work, we would love to invite you to volunteer your support. You are all entitled to 5 days Continuing Professional Development (as a minimum) per year and this will be a fantastic way to try something new and be part of this exciting project.

How much time will it involve?

As much or as little time as your line manager and department will allow – but as a minimum, we're looking for a commitment of 3 hours per week over a twelve week

period. It's anticipated that the project will commence in the Autumn. You must have your line manager's agreement and approval.

What will it involve?

The content of the programme will be determined and agreed by the team, but it could typically include:

- Induction and team building
- Customer Service
- Job applications
- How to conduct yourself at job interviews
- An insight into the roles in a typical office
- Celebration event

How many people do we need?

We are looking for a project manager to lead the project and for a team of up to 10.

How do I apply?

Complete the Expression of Interest form, describing in no more than 250 words how you believe this opportunity will benefit you and your department and what you will contribute to the success of the project. This can include skills, experience, hobbies and interests from outside of work. Your line manager should then forward the form to Nita Murphy nita.murphy@csresourcing.gsi.gov.uk by 30 May at the latest. Please indicate whether you would be prepared to take on the role of project manager.