

# UoA INTERNAL PROJECT PROPOSAL

| Getting Started: Project Information                                                         |                             |
|----------------------------------------------------------------------------------------------|-----------------------------|
| Is your internship project application being submitted on behalf of a School or Directorate? | Directorate                 |
| Which School / Directorate                                                                   | Directorate of People       |
| Primary Contact Name                                                                         | Gayle Thomson               |
| Primary Contact Title                                                                        | Employer Engagement Adviser |
| Primary Contact Email                                                                        | gayle.thomson@abdn.ac.uk    |
| Supervisor Contact Name (if different from above)                                            | n/a                         |
| Supervisor Contact Email (if different from above)                                           | n/a                         |
| Back-up Supervisor Contact Name                                                              | Tracey Innes                |
| Back-up Supervisor Contact Email                                                             | t.innes@abdn.ac.uk          |
| Internship working model                                                                     | In-office working only      |
| Please explain the steps you will take to ensure these goals are met in a virtual setting.   | n/a                         |

| Next Steps: Defining Your Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                |
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| Proposed internship role title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Volunteering Engagement Intern |
| Introduction (1000 characters max)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |
| <p>This internship will be based within the Careers and Employability Service at the University, working closely with the Students' Union. The project aims to strengthen and expand the University's volunteering offer by improving student engagement, enhancing volunteering resources, and building relationships with local and national third-sector organisations. The intern will gather student feedback, research best practice across Scottish universities, and help develop new promotional resources and stakeholder partnerships. They will also support the delivery of key initiatives, including Charity Spotlight sessions, the 2026 Volunteering Fair, and the introduction of a student volunteering recognition programme. The project aligns with the University's priorities by enhancing the student experience, developing graduate employability, fostering civic and community engagement, and strengthening partnerships with external organisations.</p> |                                |

| Main Purpose and Key Responsibilities (2000 characters max)                                                                                                                                                                                       |
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| The purpose of this internship is to support the Careers and Employability Service and the Students' Union in enhancing the University's volunteering provision, increasing student participation, and strengthening relationships with voluntary |

sector organisations. The intern will contribute to the development of an engaging, accessible and impactful volunteering programme that supports students' personal development, employability and community engagement.

Key responsibilities include evaluating existing volunteering webpages, online resources and the volunteering mini-course, incorporating student feedback to recommend improvements. The intern will research volunteering provision at other Scottish universities to identify best practice and make recommendations to enhance the University's offer.

The role involves engaging with students to understand their perceptions of volunteering, identify barriers to participation, and explore the causes and charities they wish to support. The intern will also work with local and national charities by reviewing existing organisations on My Career Hub, identifying new partners through databases such as Aberdeen Council of Voluntary Organisations (ACVO) and Aberdeenshire Voluntary Action (AVA), and encouraging organisations to advertise volunteering opportunities.

The intern will support the planning, promotion and evaluation of Charity Spotlight sessions, organise a volunteering awareness event with ACVO and AVA representatives, and assist in the delivery of the University's Volunteering Fair. In partnership with the Students' Union, the intern will also contribute to the development and launch of a volunteering reward and recognition programme, helping to celebrate and encourage student volunteering across the University.

#### Person specification

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| <b>Candidate background (500 characters max)</b>                                           | We are looking for a candidate who has an interest in the value of volunteering, ideally one who has had volunteering experience. A student with an eye for detail, with research abilities, strong communication skills, able to work in a team but also self-motivated to work on their own. Creativity and event management experience would be ideal to support the creation of marketing assets and key events but not essential. They will be keen to engage with a variety of stakeholders, including students, charities and local third sector interfaces (ACVO and AVA) as well as being adaptable to work with the internal careers team and colleagues from the Student Union. Strong planning and evaluation skills are essential as well as an ability and motivation to work towards deadlines. |
| <b>Provide a summary of the essential skills, qualities, and attributes for the intern</b> | <p>Current University of Aberdeen Student</p> <p>Good academic record</p> <p>Understanding of the voluntary sector, either theoretical or ideally had experience as a volunteer</p> <p>Planning and evaluation knowledge</p> <p>Research and analytical skills</p> <p>An eye for detail</p> <p>Confident in communicating with different stakeholders</p> <p>Team player but self-motivated to work with direction</p>                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                                                                    | <p>To be adaptable to work internally with colleagues from Careers team and Student Union</p> <p>Ability to work to deadline</p>                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Provide a summary of the desirable skills, qualities, and attributes for the intern.</b></p> | <p>Has undertaken any learning or research into the value of volunteering/community engagement as part of their course or through personal experience.</p> <p>Experience as a volunteer</p> <p>Knowledge of ACVO and AVA and the support they give to third sector Organisations</p> <p>Experience of event management in any capacity.</p> <p>Creativity to create new marketing assets including case studies</p> <p>Confidence to express views on current volunteering offering at UoA and how this can be enhanced</p> |
| <p><b>Other</b></p>                                                                                | <p>Travel may be required to charity stakeholders but equally meetings can be undertaken online.</p> <p>There may be an opportunity to attend charity events on an evening or weekend for research purposes, but not essential to attend.</p>                                                                                                                                                                                                                                                                               |

# Volunteering Engagement Intern

*Directorate of People*

Closing date: **09 October 2025**

Interview date: **30th October**

Reference number: **XXX000**



## INTRODUCTION

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This internship will be based within the Careers and Employability Service at the University, working closely with the Students' Union. The project aims to strengthen and expand the University's volunteering offer by improving student engagement, enhancing volunteering resources, and building relationships with local and national third-sector organisations. The intern will gather student feedback, research best practice across Scottish universities, and help develop new promotional resources and stakeholder partnerships. They will also support the delivery of key initiatives, including Charity Spotlight sessions, the 2026 Volunteering Fair, and the introduction of a student volunteering recognition programme. The project aligns with the University's priorities by enhancing the student experience, developing graduate employability, fostering civic and community engagement, and strengthening partnerships with external organisations.

## JOB DESCRIPTION

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### MAIN PURPOSE AND KEY RESPONSIBILITIES:

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## CANDIDATE BACKGROUND

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We are looking for a candidate who has an interest in the value of volunteering, ideally one who has had volunteering experience. A student with an eye for detail, with research abilities, strong communication skills, able to work in a team but also self-motivated to work on their own. Creativity and event management experience would be ideal to support the creation of marketing assets and key events but not essential. They will be keen to engage with a variety of stakeholders, including students, charities and local third sector interfaces (ACVO and AVA) as well as being adaptable to work with the internal careers team and colleagues from the Student Union. Strong planning and evaluation skills are essential as well as an ability and motivation to work towards deadlines.

## TERMS OF APPOINTMENT

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Salary will be at the appropriate point on the Grade 2, £23,904 - £24,360 per annum, pro rata.

FOR FURTHER INFORMATION ON VARIOUS STAFF BENEFITS AND POLICIES PLEASE VISIT

[WWW.ABDN.AC.UK/STAFFNET/WORKING-HERE](http://WWW.ABDN.AC.UK/STAFFNET/WORKING-HERE)

### AT A GLANCE

**SALARY:** Grade 2, £23,904 - £24,360 per annum, pro rata

**HOURS OF WORK:**

10 Hours per week for 24 weeks

**CONTRACT TYPE:** Temporary

**LOCATION:** On-campus, Aberdeen

The candidate appointed to this post may be eligible for homeworking on an occasional or regular basis. For more information, please refer to our [Homeworking Policy](#).

## PERSON SPECIFICATION

|                                                                                                                                                     | ESSENTIAL                                                                                                                                                                                                                                                     | DESIRABLE                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education/Qualifications</b><br>Academic, technical and professional education and training                                                      | Currently enrolled in an university degree in any discipline<br>Good academic record                                                                                                                                                                          | Has undertaken any learning or research into the value of volunteering/community engagement as part of their course or through personal experience.                      |
| <b>Work and Other relevant experience (including training)</b><br>e.g. Specialist knowledge, levels of experience, supervisory experience, research | Understanding of the voluntary sector, either theoretical or ideally had experience as a volunteer<br>Planning and evaluation knowledge<br>Research and analytical skills                                                                                     | Experience as a volunteer<br>Knowledge of ACVO and AVA and the support they give to third sector organisations<br>Experience of event management in any capacity         |
| <b>Personal qualities and abilities</b><br>e.g. initiative, leadership, ability to work on own or with others, communication skills                 | An eye for detail<br>Confident in communicating with different stakeholders<br>Team player but self-motivated to work with direction<br>To be adaptable to work internally with colleagues from Careers team and Student Union<br>Ability to work to deadline | Creativity to create new marketing assets including case studies<br><br>Confidence to express views on current volunteering offering at UoA and how this can be enhanced |
| <b>Other</b><br>e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.   | Travel may be required to charity stakeholders but equally meetings can be undertaken online.                                                                                                                                                                 | There may be an opportunity to attend charity events on an evening or weekend for research purposes, but not essential to attend.                                        |

## HOW TO APPLY

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Apply online at <https://careerhub.abdn.ac.uk/>.

You will be asked to complete some short personal details, and your application will consist of a CV and a covering letter.

We highly recommend completing our [CV and cover letter online mini-course](#) to support you with your application. You can also book an appointment for feedback or use the “Ask a Question” function to have your application reviewed — all available through our [MyCareerHub portal](#).

**The closing date for receipt of applications is 09 October 2025.**