

Explore - Third sector internships

Mentro - Profiad gwaith y trydydd sector

November Placement Catalogue

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ARIENNIR GAN Y LOTERI
LOTTERY FUNDED



Explore Voluntary Internship Programme

Hello,

Thank you for your interest in the WCVA's Explore Voluntary Internship Programme.

The aim of the Explore Voluntary Internship Programme is to place Interns into an organisation to provide an enjoyable, meaningful experience which enhances your employability, your skills and your understanding of the Third Sector. It will also provide you with some practical experience to add value to your CV.

If you wish to apply for any of our internships, application forms and further information (if required) can be requested from our helpdesk: help@wcva.org.uk. The same application form can be used for all placements, should you wish to apply for more than one placement.

Completed applications should be sent to me:- cstephens-ward@wcva.org.uk along with a copy of your CV.

All our placements within the Explore Voluntary Internship Programme are unpaid unless stated otherwise, however expenses will be paid in **all** cases.

In this November edition of our catalogue we have lots of new and exciting placements including those in business, journalism, marketing and communication, HR, photography, research, IT and website design. If there is something else you would like to see in this catalogue please let me know.

I look forward to hearing from you!

Best wishes,

Catherine

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For an application form please contact: help@wcva.org.uk

FAQ's



Do I have time for an Internship?

The placements are designed to fit alongside studying. The organisations will usually be happy to fit in with the time you have available. It could be anything from an afternoon a week to several days during the holidays.




Why do an Internship?

Employers are looking for experience as well as qualifications; it can be difficult to get experience. Organisations within this programme understand you may not have experience, but you do have specialist knowledge which would be an asset to their organisation.



What to do now?

Have a look at the catalogue, consider placements which utilise the knowledge and skills you have acquired and give you an opportunity to practice them in a working environment. Complete an application form and return to me with a copy of your CV attached and a note of the placement(s) which interests you. If the organisation likes your application, there will usually be an informal interview.



What if you are not sure whether you want to apply?

You can always have a chat on the phone with the organisation to find out more before applying. Get in touch and I will give you the details of the recruiting manager!



Are the placements paid?

Most of the placements in the programme pay travel expenses only. Some placements arise which will offer payment; this is clearly shown in the index.

If you have any other questions, please do not hesitate to contact me! I am here to help you!

For any questions, please contact me at cstephens-ward@wcva.org.uk or 02920 435 752

For an application form please contact: help@wcva.org.uk

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For an application form please contact: help@wcva.org.uk

Organisation:	Beacons Creative
Internship Title:	Business Enterprise- Feasibility & Launch (Ref: 168)
The Internship:	<p>We would like to explore and launch an online shop for the sale of our products.</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Establishing an understanding of which items would be suitable for sale on the internet • Researching and establishing the best method of managing the sales and payment, including postage, packaging and costing • Investigate feasibility of collecting waste wax • Production of a business case to demonstrate feasibility • Coordinating the photography of the products • Launch of online shop
Skills Required:	<ul style="list-style-type: none"> • Knowledge of business planning and costing • Practical skills and knowledge of selling on the internet • Entrepreneurial spirit • Familiarity with online selling
How you will benefit:	<ul style="list-style-type: none"> • An opportunity to practice and demonstrate business planning and enterprise skills, including the importance of pricing, product description and image • An opportunity to develop knowledge and skills of working with people with learning difficulties • An opportunity to practice and demonstrate personal organisation, team work, communication and marketing skills
The Organisation:	<p>We are a new and unique social enterprise producing a range of products such as beautiful candles, super safe firelighters and portable cookers made entirely using recycled materials. As a social enterprise, we have a mission to provide employment opportunities for people with learning difficulties and encourage them to develop and grow both as individuals and as employees.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased income • Input of new ideas and expertise • Possible expansion of operations and services provided due to increased demand for products
Practical Information	
Internship Location:	Brecon
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation	L'Arche Brecon
Internship Title	Business Enterprise- Feasibility & planning (Ref:234)
The Internship	<p>We would like to research and develop a plan for the launch of new business enterprise opportunities</p> <p>The ideas we would like to explore are:</p> <ul style="list-style-type: none"> • Set up of a charity shop, • Set up of a holiday scheme including property development • Commercial based activities for people with learning disabilities e.g. organic growing, creative products <p>The internship would selecting one of the above and</p> <ul style="list-style-type: none"> • Researching and understanding an approach based on other successful models . • Researching and establishing an understanding of the potential market and local competitors • Developing a financial model • Production of a business case to demonstrate feasibility
Skills required	<ul style="list-style-type: none"> • Knowledge of business planning and costing • Entrepreneurial spirit
How you will benefit	<ul style="list-style-type: none"> • An opportunity to practice and demonstrate business planning and enterprise skills, including the importance of pricing, • An opportunity to practice and demonstrate personal organisation, team work, communication and marketing skills
The organisation	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding.
How the organisation will benefit	<ul style="list-style-type: none"> • Increased income • Input of new ideas and expertise • Possible expansion of operations and services provided due to increased income
Practical Information	
Internship Location	Brecon
Required attendance	Flexible
Duration	2-3 months
Start date	As soon as possible

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Organisation:	Ponthafren Association
Internship Title:	Service Review & Business Development (Ref:40)
The internship:	<p>To evaluate and develop a five year strategy aimed at establishing Ponthafren as the 3rd sector mental health and wellbeing service provider in Montgomeryshire.</p> <p>The work would include reviewing:</p> <ol style="list-style-type: none"> the services currently provided by Ponthafren and identifying additional services that may be required in the future how and where such services should and could be delivered to meet the needs of Montgomeryshire whether Ponthafren needs to be affiliated to a national group - such as Mind Cymru - to provide greater credibility with funders in order to meet its strategic objectives and how best to use and raise the funds to develop the Newtown building both as a whole community resource and also as a future income generator for the Association
Skills Required:	<ul style="list-style-type: none"> A basic understanding of financial structures and balance sheets - and of how organisations work An analytical and enquiring mind A determination and an ability to cut through the jargon to see the real picture An ability to communicate both verbally and in print A willingness to learn and discuss and the confidence to put forward ideas Good interpersonal skill and a team player Welsh speaking would be useful, but not essential Familiarity with social networking
How you will benefit:	<ul style="list-style-type: none"> Opportunity to provide a valuable contribution to the future structure of the provision of mental health and wellbeing in North Powys Opportunity to demonstrate analytical and business development skills Ponthafren is a young lively informal organisation and seen as a leader in its field, the individual would be part of a team with a wide range of both health industry and business experience Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis A raised awareness and knowledge of the Third Sector CMS (Content Management System) training
The Organisation:	<p>Ponthafren Association is a voluntary organisation which supports communities in Mid Wales.</p> <p>The Association, through its whole Community Resource Centre in Newtown, Outreach Centre in Welshpool and Outreach Group in Llanidloes, helps those who experience mental health issues, the bereaved, those experiencing drug or alcohol related issues or who have family or gender issues, and members of minority groups. It supports those that may in any way feel isolated or excluded in the community. The charity is financially sound and owns its own premises in Newtown.</p>
How the organisation will benefit:	<p>The Management and Trustees of Ponthafren have a great deal of information on which to base the above project, but do not currently have the time or expertise to pull it all together into a coherent plan. Ponthafren would benefit from having a properly structured strategy which highlights the key issues that need to be managed and which helps identify the questions which need to be addressed in order clearly to position Ponthafren for the future.</p>
Practical Information	
Internship Location:	Ponthafren Association, Longbridge Street, Newtown, Powys SY16 2DY
Required Attendance:	Flexible
Duration:	Three months
Start Date:	Flexible

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Organisation	L'Arche Brecon
Internship Title	Database Development (Ref:238)
The Internship	<p>We are a well established organisation with many members, sponsors, stakeholders, friends and supporters. We would like to improve the way in which we manage our relationship with them through better use of IT tools and the development of a Contact Database</p> <p>We would therefore like an Interns to:</p> <ul style="list-style-type: none"> • Review how we hold and use our data • Develop a database to support our operational model • Produce a recommendations report for other low cost improvements
Skills required	<ul style="list-style-type: none"> • Knowledge of database design and operational IT • Ability to work independently and use own initiative • Ability to speak Welsh essential
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis • Opportunity to develop an IT solution based on consultation with customers • A raised awareness and knowledge of Third Sector
The organisation	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding
How the organisation will benefit	<ul style="list-style-type: none"> • A comprehensive information system would make us more effective in providing services to our communities • Fresh ideas • Improved value for money for our funders • Increased ability to concentrate on service delivery
	Practical Information
Internship Location	Brecon
Required attendance	Flexible
Duration	Flexible
Start date	As soon as possible

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Organisation:	L'Arche Brecon
Internship Title:	Website Development (Ref: 232)
The internship:	<p>We would like an Intern skilled in web design to review and enhance the functionality and visual appeal of our website.</p> <p>The internship would therefore involve the assessment of our website, and the production of a recommendations report on how the website could be:</p> <ul style="list-style-type: none"> • Technically enhanced to improve functionality • Improved appearance • Layout designed to ease use <p>If the intern wanted to continue the internship and carry out the recommendations, this would be welcomed though not essential</p>
Skills Required:	<ul style="list-style-type: none"> • Creativity • Knowledge of current trends in web design • Have the initiative to work from home & research other charitable websites for ideas • Website development skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop commercially orientated website • Opportunity to practice and develop team working, personal organisation, communication and interpersonal skills, time management and creativity • Raised awareness and knowledge of Learning Disability Environment
The Organisation:	<p>L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Cutting edge website design • Raised awareness of what we do • Ease of use for our service users • Input from fresh pair of eyes
Practical Information	
Internship Location:	Brecon
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	Flexible

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Organisation	L'Arche Brecon
Internship Title	Digital Storytelling Project - Film or Photography (Ref:235)
Background & Content	<p>We would like to develop a range of digital support material for use on You tube to raise awareness of our work, encourage volunteers and donations. This could be based around video diaries, digital storytelling or showcasing our organisation</p> <p>There is an opportunity for an Intern to:</p> <ul style="list-style-type: none"> • Consult with our staff and community to gain an understanding of our organisation. • Identify a theme for the film • Develop and produce a short film or photographic montage which can be published via You Tube
Skills required	<ul style="list-style-type: none"> • Experience of digital film making or photography • Creativity and empathy for the subject matter • Ability to work on own initiative • Access to recording and editing equipment
How you will benefit	<ul style="list-style-type: none"> • Opportunity to develop customer driven work for your portfolio • Opportunity to practice and develop team working, personal organisation, communication and interpersonal skills, time management and creativity • Raised awareness and knowledge of Third Sector
The organisation	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding.
How the organisation will benefit	<ul style="list-style-type: none"> • Raised awareness of what we do and how we can help support people with learning disabilities • Increased accessibility of services by utilising different formats • Increased and rejuvenated profile • Increased support for our fundraising
Practical Information	
Internship Location	Brecon
Required attendance	Flexible
Duration	2 -3 months
Start date	As soon as possible

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Organisation	L'Arche Brecon
Internship Title	Graphic Design and Communications Project (Ref:236)
The Internship	<p>We have an information pack about our organisation but believe we could make better use of our resources and the services we have to offer.</p> <p>We would like an intern to review and redesign our existing Information pack Redesign the pack and any other support material identified</p> <p>The placement will involve:</p> <ul style="list-style-type: none"> • Review our existing pack • Redesign and rewrite as necessary • Consider development of new materials/formats • Take the material from design through to print
Skills required	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Interest in marketing, communication or the media. • Ability to work on own initiative
How you will benefit	<ul style="list-style-type: none"> • Opportunity to take a customer driven project from design through to print • Opportunity to practice and demonstrate graphic design and communication skills • Future CV can demonstrate your ability to use your creativity for the benefit of others.
The organisation	<p>L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding.</p>
How the organisation will benefit	<ul style="list-style-type: none"> • Creative input and a fresh perspective. • Raised awareness and expanded benefits from our services • Revamped image
	Practical Information
Internship Location	Brecon
Required attendance	Flexible
Duration	Flexible
Start date	Flexible

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Organisation	L'Arche Brecon
Internship Title	Event Organisation & PR (Ref:239)
The Internship	<p>Engaging with the local community is a very important part of our lives at L'Arche Brecon</p> <p>We would like to offer a wider range of events and activities which provide an opportunity to meet with the community and raise funds</p> <p>The Internship will involve</p> <ul style="list-style-type: none"> • Consulting staff and service user to understand their wants, needs and expectations • Researching and developing event ideas • Producing Activity and marketing plan • Gaining commitment of people and resources • Implement one or more events
Skills required	<ul style="list-style-type: none"> • Good organisational skills, including the ability to meet agreed deadlines. • Knowledge of marketing and PR • Clear and enthusiastic communicator • Must be self-motivated and have an enthusiastic working style. • Able to work without constant supervision but as part of a team, with regular face to face support.
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate PR & marketing skills • Event management • Media liaison • Insight and experience of Third Sector organisations.
The organisation	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding
How the organisation will benefit	<ul style="list-style-type: none"> • Increased awareness of our organisation and opportunities to integrate into the local community • Increased Income • Fresh and innovative ideas
	Practical Information
Internship Location	Brecon
Required attendance	1 day a week/ flexible
Duration	3 months.
Start date	Flexible

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Organisation:	L'Arche Brecon
Internship Title:	Marketing & PR (Ref:231)
The internship:	<p>One of our aims is to build greater awareness of our work and the opportunities and services available to adults with learning disabilities.</p> <p>We would therefore like an Intern to develop and implement a Marketing and PR campaign raise awareness of the opportunities within L'Arche Brecon</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Consult with colleagues and stakeholders to understand aims, needs and opportunities • Develop a campaign to include use of local and national media to publish articles, newsletters, development of promotional materials and better utilisation of established relationships
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Marketing and PR techniques • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and Marketing & PR skills • Practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Development of a media strategy for a well established and well regarded organisation
The Organisation:	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness of our community • Increased professionalism to equal the quality of our products • Increased income • Enhanced lives for our community
Practical Information	
Internship Location:	Brecon
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	L'Arche Brecon
Internship Title:	Marketing Project - Rebound Books Ref: 230
The internship:	<p>We are already experiencing great interest in our products and would like to further develop the market</p> <p>We would like an intern to develop and implement a marketing plan to raise visibility and sales We would like this to include some of the following</p> <ul style="list-style-type: none"> • Websites • Local Media • Attendance at events for sale and promotion • Use of social media
Skills Required:	<ul style="list-style-type: none"> • Marketing knowledge • Enthusiasm • Excellent communication skills • Confidence in dealing with a variety of people
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop business and marketing skills • Opportunity to lead and shape a marketing campaign for a high quality and innovative product • Opportunity to practice and demonstrate teamwork, organisational skills and enthusiasm • A raised awareness of the third sector and social enterprise
The Organisation:	<p>L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding.</p> <p>One of our most exciting and successful projects is called Rebound books www.reboundbooks.co.uk</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness of our community • Increased professionalism to equal the quality of our products • Increased income • Enhanced lives for our community
Practical Information	
Internship Location:	Brecon
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	Flexible

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Organisation;	Llanwrtyd Wells Community Transport
Internship Title:	Marketing- Recycled Glass (Ref:51)
The Internship:	<p>To research and develop markets for a wide variety of products made from recycled glass and to generate a sales income base.</p> <p><u>The placement will involve :</u></p> <ul style="list-style-type: none"> • Researching potential markets for a wide variety of products made from recycled glass • Producing a marketing plan
Skills Required:	<ul style="list-style-type: none"> • A basic knowledge of marketing, ability and enthusiasm to build a secure and sustainable marketing base for our products • Practical skills and knowledge of selling • A high level of computer skills, including database, PowerPoint and publishing programmes would be advantageous • A full driving licence is essential
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop and practice marketing and public relations skills • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills • Experience of writing reports and presentations • A raised awareness and knowledge of the Third Sector and community development and environmental sustainability issues
The Organisation:	<p>We are a voluntary non profit organisation which was set up in June 2003. We have successfully delivered a quality, demand responsive, flexibly routed, integrated transport service designed to meet the needs and aspirations of those living in our community over the last four years. In 2007, we received funding from Powys Zero Waste, to implement an 'action research project' in Events Recycling. We are registered as a professional dealer/broker of controlled waste.</p> <p>We have a commitment to our environment. By developing transport services, assisting with event waste management and encouraging rail travel on the Heart of Wales Line and access to our beautiful countryside here in Mid Wales. We are working towards sustainable solutions, reducing carbon emissions and giving individuals an opportunity to reduce their carbon footprint.</p> <p>We are proud to be voted one of the 10 community groups to achieve a HSBC/Community Enterprise Wales Regeneration Award 2007.</p>
How the organisation will benefit:	<p>The organisation will benefit from the generation of a sales income based on re-using waste collected by us at events and SME's in our area. The disposal and transportation of waste to authorised sites is a cost to us; instead we can reuse this waste and convert it into a valuable resource, creating a new source of income. The income from sales will be used to support our community transport scheme.</p>
Practical Information	
Internship Location:	Cilmeri, near Builth Wells LD2 3FL
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation	L'Arche Brecon
Internship Title	Nutrition and Social Care Project (Ref:240)
The Internship	<p>Health and wellbeing are very important within our community, we believe there are opportunities to improve the health of our core member through improved diet. We would like to develop a Healthy Eating project tailored to the needs of our core members.</p> <p>We would like an intern to</p> <ul style="list-style-type: none"> • Consult with staff and core members to understand needs and opportunities • Assess current diet and identify opportunities for improvement • Identify the best way to engage our core members • Recommendation report on <ul style="list-style-type: none"> ○ Diet improvements ○ Suggested Actions ○ Techniques to continue education about healthy eating ○ Tactics for ongoing activity
Skills required	<ul style="list-style-type: none"> • Good communication skills • Enthusiasm and desire to succeed • Ability to work on own initiative and style communication to engage client group
How you will benefit	<ul style="list-style-type: none"> • A great opportunity to practice and develop nutritional skills • Gain an understanding of freelance activity in specialist area • Gain an understanding of Learning Disability Environment
The Organisation	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding
How the organisation will benefit	<ul style="list-style-type: none"> • Improved health and well being of our community • Fresh ideas and enthusiasm • Alternative ways to meet the needs of our clients • Innovation
	Practical Information
Internship Location	Brecon
Required attendance	Flexible
Duration	Flexible
Start date	As soon as possible

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Organisation	L'Arche Brecon
Internship Title	Researcher- Social History (Ref: 237)
The Internship	<p>We would like to research and preserve the history of L'Arch Brecon in terms of the people involved, events and activities since it was founded in 1978</p> <p>We would therefore like an Intern to:</p> <ul style="list-style-type: none"> • Establish contact with current and former community members, friends and neighbours • Collate materials and objects for the project • Document together with photography/video where possible • Identify a creative way to share the story
Skills required	<ul style="list-style-type: none"> • Research skills • Interest in social and local history • An interest in community development • Good personal organisation, analysis, clear communicator
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Insight into the lives of people with learning disabilities within our community • Understanding of social care provision
The organisation	L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding
How the organisation will benefit	<ul style="list-style-type: none"> • Raised awareness of the community and it's aims • Fresh ideas • Attract new supporters who are interested in local and social history • An opportunity to recognise and celebrate our success
	Practical Information
Internship Location	Brecon
Required attendance	1 day per week
Duration	2-3 months or more if desired
Start date	As soon as possible

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Organisation:	Siawns Teg
Internship Title:	Researcher: Young People Profiling (Ref: 245)
The internship:	<p>We are working with a variety of partners to find ways of supporting our clients to express their concerns and desires. We want to identify how people feel about their community: Is it safe? Are services appropriate and accessible, what are the expectations and actual outcomes, what are the issues that affect young people seeking social inclusion and work, and what are the possible solutions?</p> <p>The Intern will work alongside our small staff team and partner organisations to profile youth populations in North Powys in relation to the topics noted above. A particular interest for us is peoples' perceptions of educational practice in schools and colleges. We are also keen to identify how young people expect their futures to pan out in the current environment of limited work prospects and potential for house ownership.</p> <p>The role will include</p> <ul style="list-style-type: none"> • Identifying an approach to profiling • Preparing the Workplan, • Informal and formal interviewing and other information gathering strategies • Networking with local educational providers • Preparation of a final report and presentation
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Willingness to recognise the value of individuals • Research skills • Report writing skills • Willing to learn about community values • Driving licence preferred
How you will benefit:	The Intern will gain valuable experience in local research techniques, practical involvement in a small charity, understanding of local and EU educational issues, and participation at an influencing and informing level within a strategic partnership. There is a final report to create and develop, and an opportunity to present it to participating groups and partners.
The Organisation:	Siawns Teg is a small charity working specifically with young people who feel marginalised and excluded from their local communities in Powys. Many of our clients did not find an academic route to learning the best way for them, and so much of our work is in breaking down barriers to social inclusion, making people feel valued and able to participate in their local community, and in providing alternative ways of learning that support our clients to access work and further education. You can visit our website for more information about us at www.siawnsteg.co.uk
How the organisation will benefit:	<p>Siawns Teg will benefit from this research through the gained knowledge it will gather that will inform how it, and other organisations, develops services in the future.</p> <p>Siawns Teg has developed a range of informal learning packages that we will promote to educational providers, evidenced as needed by the report we expect the Intern to deliver.</p> <p>The report will be available to a wide range of service providers in Powys and partner organisations throughout the EU, who will use it to inform and influence educational agendas.</p>
Practical Information	
Internship Location:	Office location, at 5, Severn Square, Newtown, Powys. SY16 2AG. Some travel required.
Required Attendance:	2/3 days per week to include agreed programme
Duration:	Minimum 3 months. Ideally up to 6 months
Start Date:	As soon as available

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Organisation	L'Arche Brecon
Internship Title	HR Process Development (Ref:233)
The Internship	<p>We are a highly committed organisation, we aim to constantly improve the services we provide and how we provide them. We would like to enhance the management and support provided to our staff with a number of HR based initiatives</p> <p>We would like an intern to develop and deliver one of the following projects A welcome/induction pack for new assistants A disaster recovery plan Development of a resource library for Committee/board training</p> <p>The internship will involve</p> <ul style="list-style-type: none"> • Consultation with colleagues and stakeholders to understand needs • Review of best practice with other organisations • Research • Development of material e.g. Induction pack, Disaster recovery plan, media based training resource
Skills required	<ul style="list-style-type: none"> • Understanding of HR management tools and techniques, • A structured approach • Excellent written and oral communication skills • Ability to work on own initiative
How you will benefit	<ul style="list-style-type: none"> • Opportunity to develop a customer led HR development project • Opportunity to practice and demonstrate HR methodology, personal organisation, decision making, ability to work on own initiative. • Opportunity to develop networks
The organisation	<p>L'Arche is an international Federation of communities where people with and without learning disabilities live and work together. L'Arche Brecon is an active community which constantly seek ways to improve the lives of our members through innovative projects which support individuals to lead a fulfilling life, raise awareness of our aims and raise vital funding.</p>
How the organisation will benefit	<ul style="list-style-type: none"> ▪ More effective and motivated employees ▪ Improved employee retention and therefore more effective use of financial resource ▪ Improved standards of recruitment and people management
	Practical Information
Internship Location	Office based/home based
Required attendance	Flexible
Duration	Flexible
Start date	As soon as possible

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North Wales

Organisation:	Cyfeillion Swtan
Internship Title:	Business Enterprise Feasibility Study (Ref:100)
The Internship:	<p>We are at the planning stage and need a comprehensive study to support a funding bid.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Researching the practical and financial feasibility of the project • Recommendation of approach based on research of similar organisations • Defining roles and responsibilities of new role • Production of a summary and Funders report
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Business Planning • Ability to work independently and use own initiative • Ability to present information clearly in writing and face to face
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Opportunity to practice and demonstrate analysis and business planning skills • Networking with the heritage arena • Report writing for commercial use
The Organisation:	<p>Cyfeillion Swtan is a small social enterprise, whose objectives are the restoration and preservation of the 16th century thatched cottage - Swtan in Church Bay Anglesey and the education of the public by opening the cottage as a heritage museum.</p> <p>Having been open for 10 years, the organisation now needs to move forward by establishing a new multi-function building to home a visitor centre/school room/community facility and an admin role to develop the enterprise.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • The organisation will benefit from a new building and admin post • Increased income due to the improved education and tourist facilities • Increased income due to strength of promotion of Funders report
	Practical Information
Internship Location:	Swtan Church Bay , Holyhead Anglesey
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	Crest Cooperative Limited
Internship Title:	Fare Share Food Project Development (Ref: 272)
The internship:	<p>We would like an intern to identify and recruit new local food suppliers for the Fare share Project.</p> <p>The internship will involve</p> <ul style="list-style-type: none"> • Liaising with a targeted group of local companies to raise awareness of the organisation and its aims • Gaining commitment from the organisation to partnership with the project • Developing a model of bringing new partners into the scheme • Reporting on lessons learnt from best practice purposes <p>The role will be supported by the Fare share Coordinator and the Assistant Director.</p>
Skills Required:	<ul style="list-style-type: none"> • An outgoing and confident personality with excellent interpersonal skills. • A self motivator used to working alone and possess excellent organisational ability. • You will need to have a clean driving licence and your own transport.
How you will benefit:	<p>You will have the opportunity to obtain a full understanding of how a social enterprise company functions and is structured.</p> <p>This is an excellent opportunity to obtain experience and develop organisational and interpersonal skills and the ability to work to agreed deadlines.</p>
The Organisation:	<p>Fare share is a national charity and Crest is the designated franchisee in North Wales. The project diverts excess food from landfill to those in most need in our society.</p> <p>Crest is a leading social enterprise company in North Wales committed to helping the socially disadvantaged in our society. We have recently been awarded both national and local recognition. Director Sharon Jones is the Social Enterprise Leader of the Year 2011 for Wales.</p>
How the organisation will benefit:	<p>The increase in numbers of local food suppliers will enable Crest to maintain and develop the Fare share concept into the future further cementing its reputation of helping change people's lives.</p>
Practical Information	
Internship Location:	Llandudno Junction
Required Attendance:	1 day
Duration:	3 months
Start Date:	ASAP

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Organisation:	Vision Support
Internship Title:	Research- Organisational Merger & Community Needs (Ref:142)
The Internship:	<p>We are considering a merger and would like to gain a better understanding of the opportunities, challenges and risks involved.</p> <p><u>We would therefore like an Intern to undertake a piece of work to:</u></p> <ul style="list-style-type: none"> • Consult users to establish their views and needs from our service, using a range of communication tools • Consult staff and business partners to understand their views • Collation of findings including statistics where relevant • Production of a findings report to highlight the needs of our service user groups, opportunities for service development, challenges to be overcome and risks to be managed
Skills Required:	<ul style="list-style-type: none"> • Clear oral and written communication • Ability to work independently and use own initiative • Ability to present information clearly in writing and face to face • Interest in research within the health care support area
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Opportunity to practice and demonstrate analysis and business skills • Networking within the charity sector • Report writing for commercial use
The Organisation:	Vision Support is a charity focused on independence and equality, providing local support and services to people of all ages living with vision impairment in Cheshire and North Wales. This includes the provision of IT training, advice, support centres, social events, resource and information centres.
How the organisation will benefit:	<ul style="list-style-type: none"> • To be able to make a decision from a well informed position • Improved outcome if the merger proceeds • Insight from a fresh pair of eyes • A communication tool which can be used with service users and other stakeholders to support the decision
	Practical Information
Internship Location	Office location Rhyl or Chester
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	ASAP

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Organisation:	Caia Crafts
Internship Title:	Social Enterprise Marketing & Promotions Project (Ref:25)
The Internship:	<p>We would like an intern to:</p> <ul style="list-style-type: none"> • Identify new markets for the products • Establish a database of potential retailers who could stock our crafts • Make contact with retailers with the aim of getting them to stock the crafts on a regular basis • Develop a marketing strategy and produce material to market the crafts to retailers
Skills Required:	<ul style="list-style-type: none"> • Good communications skills; verbal and written • Able to work on own initiative • Basic market research techniques • Good ICT skills
How you will benefit:	<p>You will get the opportunity to work with a dynamic and growing social enterprise and through that:</p> <ul style="list-style-type: none"> • Contribute to a valuable resource within a deprived community • Find out about social enterprise - a growing sector in our economy and won that is likely to grow in this harsh economic climate • Gain skills and experience in marketing and sales
The Organisation:	Caia Crafts is a social enterprise producing hand crafted wood products, whilst at the same time, providing local residents with the opportunity to learn new skills and gain qualifications in woodwork. Caia Crafts is part of Caia Park Partnership, which is a registered charity providing services, opportunities and facilities for the communities of Caia Park and Wrexham as a whole.
How the organisation will benefit:	This will help Caia Crafts develop and hopefully become a sustainable social enterprise through increasing sales.
Practical Information	
Internship Location:	Caia Park Partnership, Prince Charles Road, Wrexham with potentially some travel across the region to visit retailers
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	Vi-Ability
Internship Title:	Football: Grant Funding Project (Ref:111)
The Internship:	<p>There are many potential projects where grant funding is required in order to carry out and deliver projects with a number of positive outcomes.</p> <p><u>This role will involve:</u></p> <ul style="list-style-type: none"> • Grant Funding Research (mainly web based) • Developing a funding strategy • Compiling reports of available grants • Analysis of available funding & project opportunities • Completing Applications • Co-ordination of the project delivery
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Interest in sports, community and educational projects • Welsh speaking would be useful, but not essential • Good report writing skills • Basic understanding of finance useful, but not essential as guidance will be given
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop report writing & project development skills • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and business analysis skills • A raised awareness and knowledge of Third Sector & funding opportunities available
The Organisation:	<p>Vi-Ability has been set up to demonstrate how football can be used to bring about positive changes within the lives of individuals and communities. Its vision is:</p> <p>“For every community to have a thriving and financially stable football club at its heart - providing opportunities for young people to develop their skills and broaden their horizons”.</p>
How the organisation will benefit:	<p>The organisation will benefit by developing a clear funding strategy with a new drive that will help secure funding for potential projects that will assist in the success of achieving the organisations aims and objectives.</p>
Practical Information	
Internship Location:	Colwyn Bay Football Club
Required Attendance:	Flexible
Duration:	3-6 months (Flexible)
Start Date:	As soon as possible

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Organisation;	@67
Internship Title :	Payroll & Admin Set Up Project (Ref:180)
The Internship:	<p><u>The Internship:</u> We would like an Intern to review our admin systems, recommend and implement systems and processes, including payroll to enhance our efficiency and professionalism.</p> <p><u>The internship ship will involve:</u></p> <ul style="list-style-type: none"> • Reviewing current set up including filing systems • Recommend improvements • Set up any additional processes to improve efficiency • Implement changes
Skills Required:	<ul style="list-style-type: none"> • Business management knowledge • Excellent communication skills • Enthusiasm and determination
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to understand how a Community enterprise works • Opportunity to network within the Charity sector and local community • Demonstrate and practice team work, personal organisation, problem solving, and using own initiative
The Organisation:	@67 is an innovative and exciting new enterprise; set up to bring the community together by improving communication between members and organisations within the community. We will do this by providing translation services, communications training and public relations services through the co-ordination and development of the skills available in the local area.
How the organisation will benefit;	<ul style="list-style-type: none"> • Increased efficiency and professionalism • Fresh ideas and perspective • Greater capacity and expansion of services • Motivated employees who can be proud of how the organisation runs
Practical Information	
Internship Location:	Wrexham
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Equipe
Internship Title:	Website Development (Ref:194)
The Internship:	<p>We would like an Intern skilled in web design to review and enhance the content of our two websites. The internship will focus on updating the interactive element of the websites and their graphic appeal. We are looking for someone to take their own initiative for this project and come up with a plan of progression.</p> <p><u>The internship would involve the assessment of our website and the production of a recommendations report on how the website could be:</u></p> <ul style="list-style-type: none"> • Technically enhanced to improve functionality • Improved appearance • Layout designed to ease use <p>If the intern wanted to continue the internship and carry out the recommendations, this could be discussed, though not necessarily required.</p>
Skills Required:	<ul style="list-style-type: none"> • Creativity • Experience of Joomla or similar web-design packages • Ability to re-size images; upload code; link in social plug-ins • Knowledge of current trends in web design • Have the initiative to work from home & research other charitable websites for ideas
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop commercially orientated website • Opportunity to practice and develop team working, personal organisation, communication and interpersonal skills, time management and creativity • Raised awareness and knowledge of International aid
The Organisation:	<p>We are a team of people, drawn from all walks of life, with one corporate passion- to see disadvantaged peoples' lives change for the better!</p> <p>We work only in relationship with local partners across the world by supporting and facilitating their personal vision for their communities, by working hand-in-hand with our friends in East Africa, India, Papua New Guinea and the Philippines, plus working with our supporters in the UK, Europe and the United States, we know that together we can make a difference.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Cutting edge website design • Raised awareness of what we do • Ease of use for our sponsors • Input from fresh pair of eyes
	Practical Information
Internship Location:	Wrexham or home based
Required Attendance:	Flexible
Duration:	2 -3 months
Start Date:	As soon as possible
Other Info:	Though there may be some office work involved most of the internship will be working from home .

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Organisation:	Equipe
Internship Title:	Film Editing Creative Project (Ref: 197)
The Internship:	<p>The internship would involve:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Developing ideas to suit different purposes i.e. Website, seminars • Creating a story, selecting music and identifying some narrative • Editing and producing the film
Skills Required:	<ul style="list-style-type: none"> • Experience of digital film making • Ability to work on own initiative • Access to recording and editing equipment • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate film editing and creative skills • Opportunity to practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Gain understanding of International projects
The Organisation:	<p>We are a team of people, drawn from all walks of life, with one corporate passion to see disadvantaged peoples' lives change for the better!</p> <p>We work only in relationship with local partners across the world by supporting and facilitating their personal vision for their communities, by working hand-in-hand with our friends in East Africa, India, Papua New Guinea and the Philippines, plus working with our supporters in the UK, Europe and the United States, we know that together we can make a difference.</p> <p>We provide support in terms of financial support, training and volunteers to work with local community projects.</p> <p>One of our aims is to build greater awareness of our work and increase the support we can offer.</p> <p>We have an extensive bank of photographs from work with our projects. We would like an Intern to produce a montage of these photographs set to words and music to connect with and potential volunteers, sponsors and supporters. The film will be used on our website, You Tube and at seminars.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of the organisations relationship with local communities and supporters • Increased participation, increased income, increased impact where it is needed
Practical Information	
Internship Location:	Wrexham
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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For an application form please contact: help@wcva.org.uk

Organisation	Alzheimers Society
Internship Title	Corporate Events and PR Coordinator (Ref: 191)
The Internship	<p>We would like an Intern who will develop events within corporate and public sector orgs. With support from the Regional Fundraising Team, the Intern will take the lead on the overall planning and management of this awareness activity.</p> <p>The placement will involve</p> <ul style="list-style-type: none"> • Corporate research in North Wales • developing a marketing strategy • managing an expenditure budget • general planning of an event • implementation of the event
Skills required	<ul style="list-style-type: none"> • Focused, driven, Innovative and creative • Passion for working in the charitable sector • Time management and organisation skills • Self motivation with attention to detail • Excellent verbal and written communication skills • IT skills – word, internet and e-mail (publisher and excel desirable) • Research and data management skills • Ability to drive would be useful
How you will benefit	<p>We are passionate about what we do so the intern will be joining a vibrant team and working in an exciting and dynamic environment.</p> <p>The placement will provide an opportunity to</p> <ul style="list-style-type: none"> • Develop skills in marketing, sales and PR • Practice and develop communication skills, building effective relationships, time management, organisation and prioritisation • Understand the basics of budgeting, financial management, procurement of services, risk assessing and overcoming health and safety issues. • The intern will be actively encouraged to put forward and develop their own ideas. • If possible we will offer opportunities for further training for example in health & safety
The Organisation	<p>Alzheimer's Society is the UK's leading care and research charity for people with dementia and those who care for them. Through our network of local services, we touch the lives of over 30,000 people every week</p>
How the organisation will benefit	<p>We have a challenging fundraising target to ensure we can continue to provide a range of services to people living with dementia across N Wales and their carers and families. The intern will play a crucial role in raising awareness of dementia and the work of the society and in turn develop fundraising leads helping reach this target income.</p> <ul style="list-style-type: none"> • It will enable us to develop further fundraising initiatives • New ideas, a different perspective
	Practical Information
Internship Location	Wrexham
Required attendance	Flexible / ideally 2 days
Duration	Negotiable - although a minimum of 4 weeks for this to be of benefit. Ideally 2-3 months.
Start date	Flexible

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Organisation:	Equipe
Internship Title:	Marketing Campaign- Fill The Plate (Ref:195)
The Internship:	<p>We would like an Intern to develop and deliver a marketing plan to support the campaign.</p> <p><u>The post will involve:</u></p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and framework of the campaign • Develop a campaign strategy including key messages and supporting materials to target the different groups • Researching other organisations to establish an understanding of best practice techniques and approaches • Implement publish materials
Skills Required:	<ul style="list-style-type: none"> • Interest in Marketing & event management • Enthusiasm • Confidence • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and Marketing & PR skills • Practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Gaining an understanding of International projects
The Organisation:	<p>We are a team of people, drawn from all walks of life, with one corporate passion to see disadvantaged peoples' lives change for the better!</p> <p>We work only in relationship with local partners across the world by supporting and facilitating their personal vision for their communities, by working hand-in-hand with our friends in East Africa, India, Papua New Guinea and the Philippines, plus working with our supporters in the UK, Europe and the United States, we know that together we can make a difference.</p> <p>We provide support in terms of financial support, training and volunteers to work with local community projects.</p> <p>We are launching a campaign which focuses on filling the plates of children in our partner counties.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness of the campaign • Input of fresh ideas and fresh perspective • Increased income • Increased media coverage • Raised awareness of the work of the organisation
Practical Information	
Internship Location	Wrexham
Required Attendance:	Flexible
Duration:	3 + months
Start Date:	Flexible

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Organisation:	Equipe
Internship Title:	Marketing & Communication (Ref:196)
The Internship:	<p>We would like an Intern to develop and implement a Marketing and PR campaign to enhance our ability to engage with our potential supporters and volunteers.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims, potential areas and forms of support • Develop a campaign strategy including key messages target at the different groups and supporting materials • Researching other organisations to establish an understanding of best practice techniques and approaches
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Marketing & PR techniques • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and Marketing & PR skills • Practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Gaining an understanding of International projects
The Organisation:	<p>We are a team of people, drawn from all walks of life, with one corporate passion to see disadvantaged peoples' lives change for the better!</p> <p>We work only in relationship with local partners across the world by supporting and facilitating their personal vision for their communities, by working hand-in-hand with our friends in East Africa, India, Papua New Guinea and the Philippines, plus working with our supporters in the UK, Europe and the United States, we know that together we can make a difference.</p> <p>We provide support in terms of financial support, training and volunteers to work with local community projects.</p> <p>We would like to raise awareness of the work we do, by actively marketing to Schools, businesses, individuals and churches.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of our relationship with the local community Increased income from sponsors • Increased media coverage • Increased support in terms of volunteers
Practical Information	
Internship Location:	Wrexham
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Clwyd Special Riding School
Internship Title:	Marketing- Corporate Customers (Ref:205)
The Internship:	<p>We would like an Intern to produce a marketing plan on how we can further develop our relationship with corporate customers to maximise the use of our facilities.</p> <p><u>The internship would involve:</u></p> <ul style="list-style-type: none"> • Consulting with staff to gain an understanding of our aims, facilities and opportunities • Research potential corporate customer markets particularly for the period Jan/Feb each year • Develop marketing report/plan
Skills Required:	<ul style="list-style-type: none"> • Good Communication skills • Knowledge Marketing & PR • Ability to work on initiative • Creativity and enthusiasm
How you will benefit:	<p><u>The placement will provide:</u></p> <ul style="list-style-type: none"> • An opportunity to experience a thriving and fascinating charitable organisation • An opportunity to practice and demonstrate personal organisation, teamwork, Interpersonal skills, communication • Opportunity to practice and demonstrate marketing skills
The Organisation:	<p>Clwyd Special Riding Centre situated at Llanfynydd near Wrexham in North Wales. Every week it welcomes over 200 people of all ages with special needs who benefit from the pleasure and stimulation of riding, carriage-driving and equestrian vaulting.</p> <p>This unique Centre also provides residential riding holidays for groups of people with special needs from all over the UK and abroad.</p> <p>We are proud of our facilities and although we work to almost full capacity, we would like to understand other opportunities which may exist in marketing to potential corporate customers.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased use of our facilities • Increased Income • Raised awareness among Corporate customers • New ideas, fresh perspective
	Practical Information
Internship Location:	Llanfynydd Wrexham
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	@67
Internship Title:	Marketing & PR Project Assistant (Ref:179)
The Internship:	<p>We would like an Intern to become involved at the outset of the project and provide marketing and PR skills to enhance the quality of the project outcomes.</p> <p><u>The internship ship will involve:</u></p> <ul style="list-style-type: none"> • Attending client meetings • Undertaking research to develop ideas • Producing copy for use in the campaign
Skills Required:	<ul style="list-style-type: none"> • Marketing and PR knowledge • Excellent communication skills • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to produce a portfolio of promotional materials • Opportunity to gain an understanding of the PR consultation process from conception to delivery • Demonstrate and practice team work, personal organisation, creativity, and using own initiative
The Organisation:	<p>@67 is an innovative and exciting new enterprise; set up to bring the community together by improving communication between members and organisations within the community. We will do this by providing translation services, communications training and public relations services through the co-ordination and development of the skills available in the local area.</p> <p>We undertake community based Marketing & PR projects and would like an Intern to support the PR manager for the duration of one of our new projects.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased innovation and enhanced output • Fresh ideas and perspective • Expanded services due to increased awareness and income
Practical Information	
Internship Location:	Wrexham
Required Attendance:	1 day per week
Duration:	2-3 months
Start date:	As soon as possible

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Organisation:	Clwyd Special Riding School
Internship Title :	Volunteer Engagement & Policy (Ref:206)
The Internship:	<p>The placement will involve:</p> <ul style="list-style-type: none"> Assessing the needs of our volunteers and their experience of volunteering with us Assessing training needs and reviewing our approach to volunteer training Formalising our volunteer policy to raise the satisfaction of our volunteers and to secure a continuous supply of new and motivated volunteers
Skills Required:	<ul style="list-style-type: none"> Good Communication skills An interest in Human Resource practices Familiarity with the volunteering environment would be useful
How you will benefit:	<ul style="list-style-type: none"> Networking opportunities An opportunity to experience a thriving and fascinating charitable organisation An opportunity to practice and demonstrate personal organisation, teamwork, Interpersonal skills, communication Opportunity to put HR theory into practice
The Organisation:	<p>Clwyd Special Riding Centre situated at Llanfynydd near Wrexham in North Wales. Every week it welcomes over 200 people of all ages with special needs who benefit from the pleasure and stimulation of riding, carriage-driving and equestrian vaulting.</p> <p>This unique Centre also provides residential riding holidays for groups of people with special needs from all over the UK and abroad.</p> <p>Our volunteers are a very significant part of our success and we would like to improve how we work with volunteers in meeting their needs and those of the visitors to the riding school.</p> <p>We would therefore like an Intern to undertake a Human Resource related project to raise the standards in how we manage our volunteers.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> Constant supply of motivated volunteers Effective use of resources Improved understanding of what we do well and where we could improve
Practical Information	
Internship Location:	Llanfynydd Wrexham
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	ACE Cardiff
Internship Title:	Administration System Project (Ref: 251)
The internship:	<p>ACE Cardiff currently has two strands to it's activities</p> <ul style="list-style-type: none"> • We run an after-school Curriculum Workshop on Friday evenings and Saturday mornings covering activities to support the National Curriculum in Science, English and Mathematics • We install computers into care homes for the exclusive use of the residents <p>Our projects are successful and expanding, we need to ensure we are able to provide administrative support to meet the needs of our service users and volunteers</p> <p>We would like to an Intern to review our activities and establish admin functions and systems to support</p> <ul style="list-style-type: none"> • Volunteer management • Procedures and financial controls • Monitoring and evaluation
Skills Required:	<ul style="list-style-type: none"> • Business management knowledge • Excellent communication skills • Enthusiasm and determination
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to understand how a Community enterprise works • Opportunity to practice and demonstrate business organisation and administration skills • Demonstrate and practice team work, personal organisation, problem solving, initiative • Opportunity to work within a passionate and enthusiastic organisation
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased efficiency and professionalism • Fresh ideas and perspective • Greater capacity and expansion of services • Motivated employees who can be proud of how the organisation runs
	Practical Information
Internship Location:	Cardiff
Required Attendance:	Up to six hours a week.
Duration:	To suit you but sufficient to complete the project.
Start Date:	Immediately

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Organisation:	Scouts Wales
Internship Title:	Business Analyst - Statistics (Ref: 68)
The Internship:	<p>To better understand our growth and to find out how successful we really are, we need to complete some further statistical work around the take up rates of young people in Wales joining the adventure that is Scouting.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Accessing and creating reports on the 'Stats Wales' and other websites • Creating a spreadsheet or database combining source data • Presenting the information in a simple format • Working with Senior staff and volunteers in Scouts Wales
Skills Required:	<ul style="list-style-type: none"> • Ability to work on own initiative • Well versed in MS Excel and Access • Able to produce data in a simple and easily read format • Knowledge of Scouting would be useful, but not essential
How will you benefit:	<ul style="list-style-type: none"> • Allow you to put skills into practical use • Opportunity to work with a small professional team in one of the largest youth organisations in Wales • Ability to demonstrate working to timescales, flexibility, interpersonal skills and team working • Gain knowledge and an insight in the Third Sector • "Millennium Volunteer" award may be available • Make new friends and networks
The Organisation:	Scouting is the largest voluntary co educational youth movement in the UK and is growing. Our 15,000 members are already having everyday adventures in Wales alone. Scouting is open to young people aged 6 to 25 and adults who volunteer their time to help out in many different ways.
How the organisation will benefit:	<ul style="list-style-type: none"> • Proper statistical analysis of growth figures • Enable longer term trend analysis • Allow more effective targeting of limited development resources to help drive further growth in Scouting in Wales • Allow long term monitoring of take up of Scouting by young people
Practical Information	
Internship Location:	Llantwit Major or home based
Required Attendance:	Flexible
Duration:	4-6 weeks
Start Date:	Flexible

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Organisation:	Firebrake Wales
Internship Title:	Business Enterprise Planning - Fire Safety (Ref:137)
The Internship:	<p>Firebrake has a number of marketable skills in-house such as research, analysis, advice provision and education, and would like to explore how these and other ideas might best fit into a trading and income generation strategy.</p> <p><u>The internship would involve:</u></p> <ul style="list-style-type: none"> • Consultation both within and outside the organisation to establish feasibility of options, including possible commercial partners • Research of options • Production of a business enterprise plan
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Business Planning • Ability to work independently, and use own initiative • Ability to present information clearly in writing and face to face • Analysis • Good communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop business planning within commercial environment • Opportunity to practice and demonstrate research skills • Opportunity to practice and demonstrate analysis and business planning skills • Networking within local business community <p>Report writing for commercial use</p>
The Organisation:	<p><u>Firebrake works to:</u></p> <p>TARGET those most vulnerable/at risk from fire ENGAGE to raise awareness of fire risk and its link to behaviours and attitudes DELIVER information, support and solutions</p> <p>Existing evidence and research indicates particular groups of people within the community may be at greater risk from fire, for example, because of illness, vulnerability, lifestyle, or particular attitudes and behaviours. It is only by raising awareness of fire risk, and generating a wider understanding of the roles that people play both in increasing fire risk and mitigating its effects, that communities themselves can truly support the work of the Fire & Rescue Services by beginning to take more responsibility for their own safety.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • To have a structured approach to new business enterprise • Increase income to develop sustainability of service • Input of new and innovative ideas • To have the input of business enterprise planning skills
Practical Information	
Internship Location:	Newport
Required Attendance:	1-2 days per week, home work may be suitable if preferred
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Minority Ethnic Women's Network - Swansea
Internship Title:	Business Enterprise Research (Ref:112)
The Internship:	<p><u>Our mission is to remove the barriers to participation in the Welsh community and our objectives include:</u></p> <ul style="list-style-type: none"> • Empowering women from black and ethnic minority communities and enable them to develop their own initiatives and participate fully in mainstream services • Providing a regular drop-in service for black and ethnic minority women • Establish a training unit for black and ethnic minority women that offer courses that will help the women get back into the workforce <p>One area we would like to focus on is providing information to women who are thinking of setting up their own businesses.</p> <p><u>The Internship:</u> We would like an Intern to research and collate information useful to women wishing to start their own business. E.g. Guidance on business planning, available courses and funding sources.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with target audiences, to understand their needs • Researching availability of courses, funding and guidance • Compiling information into clear, accessible Information sheets for use by our target group
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Business planning and management • Research skills • Enthusiasm • Excellent written communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to demonstrate business knowledge • Opportunity to gain a specialist understanding of setting up a new business in Wales • Tailored report writing for target audience on practical use • Opportunity to demonstrate team work, personal organisation, using own initiative, report writing and research skills
The Organisation:	MEWN is an organisation working towards the establishment of a Network of black and ethnic minority women and women's organisations, in the Swansea Bay area.
How the organisation will benefit:	<ul style="list-style-type: none"> • Fresh ideas, new perspective and increased knowledge • Extended service • More integrated community as black and minority ethnic women gain confidence in starting their own businesses
Practical Information	
Internship Location:	Cardiff/Swansea
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible
Other Info:	Male and female applicants welcome

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Organisation:	Bridges Community Centre
Internship Title:	Business Feasibility Study - Corporate membership (Ref: 268)
The internship:	<p>We would like an intern to explore the possibility of a Corporate membership scheme.</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Consulting and researching similar schemes. • Addressing questions such as: What is the potential? Why would people want to join? <p>What would they get out of it? How would Bridges benefit? etc.</p>
Skills Required:	<ul style="list-style-type: none"> • Marketing and business knowledge/experience. • Good IT, communication and inter-personal skills • Ability to work on initiative
How you will benefit:	<p>This internship would provide the opportunity to:</p> <ul style="list-style-type: none"> • Apply and demonstrate business planning skills • Contribute to marketing and fundraising initiatives • Find out how a successful community centre operates, • Attend a trustee meeting if desired • We would provide support, office space, laptop and travel expenses (preferably from South East Wales). <p>Successful completion would be a considerable advantage in applying for permanent employment in the third sector.</p>
The Organisation:	<p>Bridges Community Centre is the main provider of community activities in Monmouth and the wider surrounding area. The community centre offers a vast array of activities and social groups including MIND, The Alzheimer's Group, Older People's Tea Dance, Breast Cancer Support, Stroke Association, St David's Foundation and C.O.M.I.C., the Citizens of Monmouth Interest Centre, which provides a social group for eighty pensioners on three days a week.</p> <p>These groups and many others all have a very high attendance and a positive influence on our community. We also have various groups for families and our younger community encouraging play and development as well as creating a strong social network for our parents in and around Monmouth.</p>
How the organisation will benefit:	<p>This placement will make an important contribution to diversifying sources of income for this organisation which is at present heavily dependent on grants and hire income.</p>
Practical Information	
Internship Location:	Monmouth
Required Attendance:	1-2 days per week.
Duration:	Flexible. As long as required to research and set up projects.
Start Date:	As soon as possible

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Organisation:	New Horizons
Internship Title:	Business Planning – Research & Plan (Ref: 275)
The Internship:	<p>To support our funding applications we would like a business case/plan which illustrates the need for our services and how those needs can be met by New Horizons.</p> <p>The Internship will involve:</p> <ul style="list-style-type: none"> • Consulting with staff, clients and stakeholders to understand aims and needs • Researching and quantifying the demand for the service • Understanding other organisations operating within this area • Building a funding case based upon this research, resource and cost implications
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Business Planning • Ability to work independently and use own initiative • Ability to present information clearly in writing and in person
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Opportunity to practice and demonstrate analysis and business planning skills • Networking within mental health sector • Report writing for commercial use
The Organisation:	<p>New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • The organisation will benefit from a new perspective and ideas • Increased income to secure the service provision • Formalised understanding of the business implications of service provision
Practical Information	
Internship Location:	Aberdare
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	New Horizons
Internship Title:	Business Reporting (Ref: 279)
The Internship:	<p>To support our reporting to funders, we would like an Intern to review our methods of collating and reporting and recommend and implement improvements.</p> <p>The Internship will involve:</p> <ul style="list-style-type: none"> • Consulting with staff, clients and stakeholders to understand aims and needs • Reviewing the use of manually created and bespoke software • Recommending more effective and efficient methods of reporting. • Automating reports where possible
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Business Planning • Use of Excel • Ability to work independently and use own initiative • Numeracy
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate analysis and business planning and monitoring • Networking within mental health sector • Report development for commercial use
The Organisation:	New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.
How the organisation will benefit:	<ul style="list-style-type: none"> • The organisation will benefit from a new perspective and ideas • Increased income to secure the service provision • Formalised understanding of the business implications of service provision
Practical Information	
Internship Location:	Aberdare
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	WEA (Workers Educational Association)
Internship Title:	Merger Business Planning (Ref:164)
The Internship:	<p>We would like an Intern to assist in undertaking an assessment of the potential strengths, weaknesses, opportunities and threats involved in the merger, and where appropriate make recommendations of how the risks can be mitigated and opportunities realised .</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consultation with colleagues and stakeholders to gather information • Review supporting organisational documents • Pay particular attention to staffing, culture, governance, practices and geographical obstacles • Produce findings report
Skills Required:	<ul style="list-style-type: none"> • Knowledge of strategic business planning and evaluation • Familiarity with TUPE would be useful • Analytical • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice business planning and consultancy skills • Practice and develop personal organisation, communication and interpersonal skills, time management, analysis and report writing for commercial purposes • Gain an understanding our how a Third Sector organisation is structured and operates
The Organisation:	<p>The WEA is a voluntary movement committed to the promotion and provision of educational opportunities in the widest sense, with regards to Welsh language, culture, and the diversity of communities in Wales. It is concerned particularly with those outside traditional education provision.</p> <p>We are an active partner in many projects and learning initiatives across South Wales, working with other providers, community groups, trades unions and voluntary groups.</p> <p>There are currently two WEA organisations in Wales representing North and South Wales In 2013, these two organisations intend to merge.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Smooth transition during merger • Fresh ideas and perspectives • Identification and Realisation of opportunities • Reduced risk, improved employee satisfaction
Practical Information	
Internship Location:	Cardiff
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Hope Rescue
Internship Title:	Sales & Marketing Project Development (Ref:66)
The Internship:	<p><u>The Internship:</u> We have an established on-line page where we offer a limited range of merchandise for sale, we are looking for someone who can investigate and source items suitable for branding and resale. We would like a range of products, including clothing, dog related items and general items. We have a number of ideas for custom branded stock e.g. dog bandana's etc. We are seeking an individual who is able to source, negotiate prices, and set up supply chains.</p>
Skills Required:	<ul style="list-style-type: none"> • Understanding of marketing techniques • Familiarity with on-line trading would be an advantage e.g. eBay • Ability to work on own initiative
How will you benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop supply chain management, sourcing of appropriate merchandise, etc • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis • A raised awareness and knowledge of Third Sector • "Millennium Volunteer" award
The Organisation:	<p>Hope Rescue is not a dog rescue organisation in the conventional sense. Most of our work involves moving dogs from put to sleep or emergency situations. We secure rescue spaces for these dogs with reputable rescues such as the Dogs Trust, Blue Cross and RSPCA. Together with a number of excellent smaller rescues and breed rescues, we will also transport them to the rescue and cover many thousands of miles every month.</p> <p>The majority of the dogs we deal with are strays from Local Authority pounds which would otherwise be euthanized once they have completed their statutory 7 days.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increase brand visibility • Increase sales • High quality of presentation • Maximise value of our spend of stock items, merchandise
Practical Information	
Internship Location:	Home based
Required Attendance:	Flexible
Duration:	Negotiable, suggest 6 - 8 weeks
Start Date:	As soon as possible

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Organisation:	Cardiff Vale & Valleys - RNIB
Internship Title:	Trust Fund Development (Ref:151)
The Internship:	<p><u>We would like an Intern to :</u></p> <ul style="list-style-type: none"> Identifying suitable Trust Funds and sources of fund information Match projects to Fund Criteria Establish a business plan which can be used as a template for funding applications Submit funding applications Document model for use by others
Skills Required:	<ul style="list-style-type: none"> Excellent interpersonal skills Excellent writing and presentation skills Good personal organisation Clear communication Experience of working with and organising information Business and analysis skills
How you will benefit:	<ul style="list-style-type: none"> The Intern will have an insight into the work and service delivery of a well organised charity and a raised awareness and knowledge of the Third Sector The Intern will have the opportunity through their research into the Trusts available to gain knowledge of funding opportunities available in the Third Sector Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis
The Organisation:	<p>CVV is a registered charity providing direct support to visually impaired people throughout the Counties of Cardiff, The Vale of Glamorgan, Rhondda Cynon Taff, Merthyr Tydfil, Swansea and Neath Port Talbot.</p> <p>Funding in a way which can sustain the service is a constant activity within any organisation. We would like to develop a funding application model, which formalises how we seek and secure funding.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> CVV will benefit by having additional resources to assist with funding applications Establish an efficient approach to seeking and securing funding Increased funding due to ease of application
Practical Information	
Internship Location:	Central Cardiff
Required Attendance:	1 to 3 days per week
Duration:	3 months
Start Date:	As soon as possible

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Organisation:	The Wallich
Internship Title:	Trust Fundraiser (Ref: 265)
The internship:	<p>As a charity we are reliant upon raising funds to support our work. Our fundraising team currently tenders bids to awarding bodies for specific projects that we run, or intend to run in the future. We are looking for an intern to join our fundraising team to concentrate on sourcing funds from trusts and foundations.</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Researching into suitable and available trusts and foundations. • Preparing and submitting applications for funds. • Following up on applications and providing additional information required by the trusts and foundations as and when necessary. • Reporting back on applications made.
Skills Required:	<ul style="list-style-type: none"> • Very good I.T. research skills • An eye for detail • Excellent written English • Persuasive writing skills • An ability to adapt to each individual trusts/foundations criteria
How you will benefit:	<ul style="list-style-type: none"> • Developing internet research skills for a specific cause • Development of persuasive writing skills • Real understanding of funding and fundraising in the voluntary sector • Development of monitoring evaluation skills • Development of reporting skills
The Organisation:	<p>The Wallich has been providing accommodation and support services for homeless people for over 30 years, starting with a 20-bed Hostel in Cardiff and expanding to a multi-project agency working in fifteen local authorities in Wales. We specialise in providing services for people with multiple, complex needs; people who, because of their high support needs, are often banned or excluded from other services and have difficulty in accessing any other accommodation.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Identifying new sources of income for the charity. • Increased fundraising capacity. • Fresh perspective on fundraising and new set of eyes on our 'statements of case'. • Tapping in to a vein of funds that we haven't fully utilised.
Practical Information	
Internship Location:	Cardiff, standard office environment.
Required Attendance:	1-2 days a week, flexible.
Duration:	3-6 months, flexible. Longer duration desirable so intern can see benefit of their work.
Start Date:	As soon as possible.

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Organisation	Cwmclydach- Communities First
Internship Title	Carbon Footprint project- Community engagement (Ref: 249)
The Internship	<p>We are part of a UK wide high profile initiative to support communities in reducing their carbon footprint.</p> <p>There is an opportunity for an Intern to develop and implement a project which engages groups such as local businesses , managers of public buildings, public sector bodies within our community to develop their own approach to reduce carbon footprint.</p> <p>The internship will involve</p> <ul style="list-style-type: none"> - Consulting with colleagues and other members of an established network to understand aims and ideas - Researching best practice - Developing a practical approach which can be used by larger groups - Development of support material for use by the organisations - Publication and promotion of the tools and techniques <p>This is a fascinating project for someone with passion for the climate and will be supported by a highly committed team.</p>
Skills required	<ul style="list-style-type: none"> • Knowledge and a passion for of climate change issues • Excellent communication skills • Ability to work on initiative • Desire to present face to face • Good organisational skill • Self-motivated and have an enthusiastic working style
How you will benefit	<ul style="list-style-type: none"> • Opportunity to work on an influential and developing project • Making links within voluntary sector, especially in connection to climate change • Opportunity to practice skills in research, communication, personal organisation • Practicing tailoring information to a target audience
The organisation	<p>Communities First is the Welsh Government's flagship programme to improve the living conditions and prospects of people in the most disadvantaged communities across Wales. The vision for Communities First in its next stage has been summarised as a programme which wiatl mobilise and enable local people to contribute to the regeneration of their communities in practical ways.</p> <p>Read more about our Micro Hydro Turbine project at www.cwmclydach.org</p>
How the organisation will benefit	<ul style="list-style-type: none"> • Increased insight from a fresh perspective • Opportunity to influence and share best practice across the UK • Improved community life and reduced carbon footprint/lower expenditure for member our community
Practical Information	
Internship Location	Cwmclydach, Tonypandy
Required attendance	Flexible
Duration	3 months
Start date	As soon as possible

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For an application form please contact: help@wcva.org.uk

Organisation:	WEA (Workers Educational Association)
Internship Title:	Community Development - Assess & Re-Energise (Ref:165)
The Internship:	<p>One of our responsibilities is to provide ongoing support and guidance to our existing groups. We would like to undertake and exercise to review the activities of some of our groups and provide them with a tool kit to support their ongoing commitment to the aims of their project and to help maintain enthusiasm and momentum.</p> <p>Supported by a Development Worker, we would therefore like an Intern to undertake a number of assessments across our groups, assess their activities and approach, then develop a tool kit to assist them in reenergised delivery.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Gaining an understanding of what makes a good project group • Consultation with colleagues, stakeholders and participating groups to gather information • Assessment of group activities against required outcomes • Production of an easy to use tool kit
Skills Required:	<ul style="list-style-type: none"> • An interest in Community development and regeneration • Appreciation of the principles and approaches to learning • Excellent communication skills • Confidence
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop community regeneration and development skills • Practice and develop personal organisation, communication & interpersonal skills, time management, analysis and report writing • Gain an understanding our how a Third sector organisation is structured and operates
The Organisation:	<p>The WEA is a voluntary movement committed to the promotion and provision of educational opportunities in the widest sense, with regards to Welsh language, culture, and the diversity of communities in Wales. It is concerned particularly with those outside traditional education provision.</p> <p>We are an active partner in many projects and learning initiatives across South Wales, working with other providers, community groups, trades unions and voluntary groups.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Fresh ideas and perspective • Reenergised communities • Increased participation • Greater confidence in Group leaders
Practical Information	
Internship Location:	Cardiff, Swansea, Blaenavon, Treharris.
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	The Wallich
Internship Title:	Database Development (Ref: 263)
The internship:	<p>We are looking for an intern to develop a database system that would link in all of our property information so that it can be easily accessed through one route.</p> <p>This internship would involve:</p> <ul style="list-style-type: none"> • Developing and implementing a database system • Collating and analysing information • Creating a prompt within the database so that the property management team can arrange certification renewal. • Working closely within the property management team
Skills Required:	<ul style="list-style-type: none"> • Proven experience in database design and IT systems. • Good organisational, interpersonal and team working skills. • Ability to use sound judgement and analytical skills. • An awareness of property maintenance would be useful, though not essential.
How you will benefit:	<ul style="list-style-type: none"> • Through developing a working database that is used in a professional environment. • An opportunity to add to your C.V. • An increased understanding of the housing and homelessness sector. • Development of monitoring, analysing and reporting skills.
The Organisation:	<p>The Wallich has been providing accommodation and support services for homeless people for over 30 years, starting with a 20-bed Hostel in Cardiff and expanding to a multi-project agency working in fifteen local authorities in Wales. We specialise in providing services for people with multiple, complex needs; people who, because of their high support needs, are often banned or excluded from other services and have difficulty in accessing any other accommodation.</p> <p>We own and manage accommodation and office space across Wales. In the year 2009/10 we housed 850 people across our 90+ projects.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Creation of an all encompassing database system. • Ability to easily and efficiently identify property needs and history. • A new perspective on existing operational procedures.
Practical Information	
Internship Location:	Cardiff
Required Attendance:	1-2 days a week, flexible.
Duration:	3-6 months
Start Date:	As soon as possible.

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Organisation:	ACE Cardiff
Internship Title:	Project implementation - International e-pal (Ref:250)
The internship:	<p>ACE Cardiff installs computers into care homes for the exclusive use of the residents. We provide support to help residents with the various applications they wish to access such as email, the Internet, games, on-line shopping etc.</p> <p>We would like to use the installed computer to stimulate a International e-pal project enabling residents to build relationships via email or Skype with like minded people across the world.</p> <p>We would therefore like an Intern to lead the project</p> <p>The Internship will involve</p> <ul style="list-style-type: none"> ▪ Gaining an understanding of on line options ▪ Identifying the residents' needs for support ▪ Developing support material to meet those needs <ul style="list-style-type: none"> ○ for use by future volunteers ○ for use by unsupported users ▪ Delivering training/support ▪ Motivating residents to get involved
Skills Required:	<ul style="list-style-type: none"> ▪ IT literacy. ▪ Excellent communication skills ▪ Practical experience of interacting with older people. ▪ Patience, positive attitude and enthusiasm
How you will benefit:	<ul style="list-style-type: none"> ▪ Experience of leading a project through to delivery. ▪ Taking part in an innovative programme which breaks new ground. ▪ Making a real difference in the lives of older people. ▪ Opportunity to work within a passionate and enthusiastic organisation
How the organisation will benefit:	The organisation will benefit by expanding the provision of their service and developing mentally stimulating activities for the care home residents.
	Practical Information
Internship Location:	Llanishen, Cardiff
Required Attendance:	Up to six hours a week.
Duration:	To suit you but sufficient to complete the project.
Start Date:	Immediately
Other Info:	CRB check will be applied for

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Organisation:	Home-Start Carmarthen-Llanelli
Internship Title:	Website Designer (Ref:188)
The Internship:	<p>We would like an intern to design and develop a simple website.</p> <p>The Internship will involve as many of the following as possible:</p> <ul style="list-style-type: none"> • Liaising with colleagues and potential users to understand the opportunities and aims for the website • Develop a website using the Home-Start branding • Develop and integrate ideas around the use of social media • Testing and assessment of the website • Train staff to update the website
Skills Required:	<ul style="list-style-type: none"> • Knowledge of website design and build • Creativity • Excellent communication skills • Ability to work on own initiative • Familiarity with social networking
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop a website and have an example of work to show prospective employers • Experience of working with a range of people from different disciplines • Opportunity to develop a range of interpersonal skills • Raised awareness and knowledge of the Third Sector • Access to 'in house' training opportunities
The Organisation:	<p>Home-Start Carmarthen-Llanelli is a voluntary organisation that supports families who are going through difficult periods in their lives. Home-Start offers one to one personalised support for parents; reaching out to families at risk of social exclusion, including those who do not engage with other services. We place trained volunteers alongside parents, supporting them in their own homes where their dignity and identity is respected and protected. Our volunteers offer practical and emotional support, encouraging the parents' strengths and emotional well-being for the ultimate benefit of their children and encourage wider social and support networks and opportunities for increased engagement in community life.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increase the profile of Home-Start in Carmarthenshire • Raise awareness of our service and how we can support families and referrers • Develop new ways of communicating with our service users • Reduce administration time and costs associated with printing and postage • Opportunities for volunteer recruitment
Practical Information	
Internship Location:	Llanelli - but could be home based with regular update meetings
Required Attendance:	Flexible
Duration:	2 months
Start Date:	As soon as possible

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Organisation:	Age Concern Neath Port Talbot
Internship Title:	Website Design (Ref:217)
Internship Title:	<p>Age Concern Neath Port Talbot provides community-based services that facilitate social inclusion, while promoting a healthy and active retirement and continuing independence for older citizens of Neath Port Talbot</p> <p>We would like an intern to promote our services, raise our profile and provide support through the use of the internet tailored to our client group.</p> <p>There is an opportunity for an Intern to review and enhance the website.</p> <p><u>The Internship would involve:</u></p> <ul style="list-style-type: none"> • Liaise with colleagues and potential users to understand the opportunities and aims for the website • Review and produce a recommendations report on how the site can be technically and visually improved • Implement some of the recommendations, where possible.
Skills Required:	<ul style="list-style-type: none"> • Knowledge of website design and build • Excellent written communication skills. • Ability to work on own initiative
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop customer lead commercially orientated web site • Opportunity to practice and develop team working, personal organisation, communication and interpersonal skills, time management and creativity • Raised awareness and knowledge of Third Sector
The Organisation:	<p>Age Concern Neath Port Talbot provides community-based services that facilitate social inclusion, while promoting a healthy and active retirement and continuing independence for older citizens of Neath Port Talbot</p> <p>We would like to make the most of the internet to promote our services, raise our profile and provide support through the use of the internet tailored to our client group.</p> <p>There is an opportunity for an Intern to review and enhance the website.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness of what we do and how we can support over 50's in the Neath Port Talbot area • Increased support for our fundraising • Improved accessibility for our client group
Practical Information	
Internship Location:	Neath Port Talbot
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	As soon as possible

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Organisation:	Parkinson's UK
Internship Title:	Website Development (Ref:56)
The Internship:	<p>We would like an individual who would work with country staff in Wales and National staff in London to establish a website that includes all aspect of the Charity's work, where the public can participate as necessary.</p> <p>We currently have a very basic website, which is in need of reviewing, updating and re-branding. We would like the site to be user friendly to enable individuals to gain a better understanding of the work of Parkinson's UK, as well as being able to retrieve the information that they require.</p> <p><u>The placement will involve:</u></p> <ul style="list-style-type: none"> • Identifying and publishing content for the site • Writing content for the site if desired • Creating on-line polls, surveys and competitions • Developing communication via recognised means • Testing and assessment of website • Promotion of the website
Skills Required:	<ul style="list-style-type: none"> • IT • Good Communication • Working on own initiative • Empathy to the cause
How you will benefit:	<ul style="list-style-type: none"> • As a Charity it is important to have a designated person who has a good understanding of IT issues to undergo a specific piece of work • Raise awareness of working in the Third Sector
The Organisation:	<p>We have 13 teams across the UK, including country teams for Wales, Scotland and Northern Ireland.</p> <p><u>Regional activities include:</u></p> <ul style="list-style-type: none"> • Information days for people with Parkinson's • Working with health and social care providers to improve services locally • Developing partnerships with other voluntary organisations to improve and deliver services • Education and training programmes for health and social care professionals about Parkinson's
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased profile, opportunities for recruitment and involvement. Support for campaigns and Changes to health policies as well as being a support for people with Parkinson's • Fresh pair of eyes to produce effective feedback to the Charity on the website
Practical Information	
Internship Location:	Pontypridd
Required Attendance:	Flexible
Duration:	2-3 months depending on role
Start Date:	As soon as possible
Other Info:	The individual will have support from regional and national team at all times

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Organisation:	Opportunity Housing Trust
Internship Title:	Website Development Officer (Ref:101)
The Internship:	<p>We have both an external website and an internal Intranet site that we use to communicate with our staff, service users and their families, external agencies and the general public.</p> <p>The placement will involve a project to redesign one or both of the existing sites, working with a range of people from across the organisation to determine the requirements and help the organisation get the most out of it possible.</p>
Skills Required:	<ul style="list-style-type: none"> • Experience using a web development application such as Dreamweaver, creativity and understanding of what makes a good website and web accessibility • The ability to work independently (although support will be given) • It does not necessarily require the ability to create a new site from scratch as the existing sites may just need improvement
How you will benefit:	<ul style="list-style-type: none"> • Experience of working with a range of people from different disciplines across all our regional offices and a chance to work with our service users • Gain an understanding of how to develop, implement and launch a website • A chance to work in the charity sector and find out how rewarding it can be • Will have an example of your work to show to prospective employers
The Organisation:	<p>Opportunity Housing Trust (OHT) is a non-profit making organisation serving communities across Wales. We provide support to children and adults of all ages, all of whom have some degree of learning disability and some have additional needs due to their age, behaviour and physical problems.</p> <p>We have both an external website and an internal Intranet site that we use to communicate with our staff, service users and their families, external agencies and the general public.</p>
How the organisation will benefit:	<p>OHT wants to improve internal communication between our 800+ staff across Wales and develop new processes and procedures to reduce administration. We would like to develop new ways to communicate with our service users and consult them on the way that they would like to be supported.</p> <p>We would also like to develop the look, content and the structure of our sites to make them more engaging, visually appealing and easy to navigate.</p>
Practical Information	
Internship Location:	Cardiff
Required Attendance:	Flexible
Duration:	3 months
Start Date:	As soon as possible

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Organisation	Bridgend Carers Centre
Internship Title	Website Development - Media & Comms (Ref: 256)
Background & Content	<p>One of our aims is to build greater awareness of the support we are able to offer carers of all ages in our community.</p> <p>We would therefore like an Intern to review our use of our website and recommend actions to enhance our ability to engage with carers and other support groups.</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Review of the website • Researching other sites for examples of best practice • Recommendations for improvement including increased use of social media such as Facebook, Twitter, YouTube, podcasts • Recommendations report
Skills required	<ul style="list-style-type: none"> • Knowledge of marketing and communications techniques utilising the Internet • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice marketing and communication skills predominantly through the medium of the Internet • Practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Networking in a very active educational environment
The Organisation	<p>The Bridgend Carers Centre is a voluntary organisation that supports carers of all ages in their individual and often isolated caring situations through the provision of</p> <ul style="list-style-type: none"> • Information about illnesses • Services available to carers • Benefits information • Listening - one to one and group support • Advocacy and help with the Carer's Assessment process • Training to help carers cope
How the organisation will benefit	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of our relationship with our community • Increased ease of access to information for our service users
	Practical Information
Internship Location	Bridgend
Required attendance	Flexible
Duration	2-3 months
Start date	As soon as possible

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Organisation:	Hope Rescue
Internship Title:	Website - Media & Communications Development (Ref: 149)
The Internship:	<p><u>The Internship:</u> We would like to make greater use of our website to raise awareness of our work, encourage sponsorship, support fundraising and help us to generate greater public support and awareness of welfare issues. <u>We would therefore like an intern to:</u></p> <ul style="list-style-type: none"> • Redesign our website to incorporate our brand refresh • Identify and publish content for the site which promotes our work • Develop use of Social Media e.g. Facebook, Twitter, UTube and blogs, linking to appropriate sites • Development of an online media centre / press office • Identify opportunities for collaboration and sponsorship via the site
Skills Required:	<ul style="list-style-type: none"> • Familiarity with website development and social media • Understanding of media, marketing and communication techniques • Ability to work on own initiative • Good IT skills are essential
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to demonstrate customer led web development and communications • Opportunity to demonstrate creative thinking, personal organisation, decision making and ability to work on own initiative. • Develop an understanding of media and communication in the Voluntary Sector • Opportunity to develop networks
The Organisation:	<p>Hope Rescue is not a dog rescue organisation in the conventional sense. Most of our work involves moving dogs from put to sleep or emergency situations. We secure rescue spaces for these dogs with reputable rescues such as the Dogs Trust, Blue Cross and RSPCA. Together with a number of excellent smaller rescues and breed rescues, we will also transport them to the rescue and cover many thousands of miles every month. If a rescue space cannot be found, we use our network of foster homes across the UK. The majority of the dogs we deal with are strays from Local Authority pounds which would otherwise be euthanized once they have completed their statutory 7 days.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness of our organisation, it's aims and services • Increase income from donors, sponsors and sale of merchandise • Recruitment of volunteers, including foster homes and fundraisers • Maximise web presence, to include website and social media • Development of our online presence to support our campaigning work
Practical Information	
Internship Location:	Home based
Required Attendance:	Flexible
Duration:	Negotiable- 6 - 8 weeks
Start Date:	As soon as possible

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Organisation:	Special Needs Activity Club (SNAC)
Internship Title:	Website review & development (Ref: 258)
The Internship:	<p>We have an external website used to communicate with our client group and raise awareness of the services we offer. We feel we could make better use of this site in respect of appearances, links, content, accessibility. The site is currently hosted as a blog on Wordpress.</p> <p>We would therefore like an intern to review and enhance our site:</p> <ul style="list-style-type: none"> • Consulting with personnel and stakeholders to identify aims, ideas and opportunities • Making recommendations • Implementing changes
Skills Required:	<ul style="list-style-type: none"> • Creativity and understanding of what makes a good website and web accessibility • The ability to work independently • It does not necessarily require the ability to create a new site from scratch as the existing sites may just need improvement • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop a website based on customer requirements • Gain an understanding of how to develop, implement and launch a website • Will have an example of your work to show to prospective employers • Demonstrate and practice team work, personal organisation, creativity, and using own initiative
The Organisation:	<p>SNAC is a parent-led organisation, providing play and leisure facilities to children and young adults with special needs from all over the South Wales area. Activities are led by qualified and trained playworkers</p> <p>The centre facilities include a multi-sensory room for the therapeutic benefit of children who have sensory disorders such as autism to relax in comfort, a chill-out room, pedal go-kart track, indoor and outdoor play areas</p> <p>SNAC also acts as a support network for parents and families of special needs children</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness and greater participation in our activities • Fresh ideas and perspective • Improved feeling of community for the families who use our services
Practical Information	
Internship Location:	Port Talbot
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Brynawel House Alcohol Rehabilitation Centre
Internship Title:	Alcohol Rehabilitation Video Diary Project (Ref:114)
The Internship:	<p>We would like to trial a Video Diary project for our residential service users. The aim of the diary would be to support the therapy and track progress in rehabilitation.</p> <p><u>The Internship will involve:</u></p> <ul style="list-style-type: none"> • Gaining an understanding of the needs of the users • Developing trust based relationships with service users • Filming and/or supporting users in making their own video diaries • Production of edited diaries as case studies for use at seminars • Recommendation of how project can be maintained beyond the internship
Skills Required:	<ul style="list-style-type: none"> • Knowledge of designing and developing a film project • An interest or understanding of substance misuse would be helpful • Motivation to deal with the client group • Ability to work on own initiative • Access to filming and editing equipment would be useful, but may not be essential
How you will benefit:	<ul style="list-style-type: none"> • You will gain experience working in the substance misuse field • Access to clients and their behaviours which can be both challenging and interesting • Opportunity to be part of an innovative project which will give personal insight into the issues surrounding alcohol misuse • To be credited with the production of Video diary Project for a respected organisation
The Organisation:	<p>Since its inception in 1977, Brynawel House has become a leading centre of excellence in South Wales for the provision of high quality professional alcohol treatment services, support & assistance both on site at its rural residential facility and also in the community, for people and families experiencing alcohol dependency issues.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Innovative approach to service user therapy and support • Material for use in promoting the services • The legacy the intern will leave in terms of the skills and knowledge shared with the organisation
Practical Information	
Internship Location:	Pontyclun
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation	Bridgend Carers Centre
Internship Title	Digital Storytelling Project - Film or Photography (Ref: 254)
The Internship	<p>We would like to develop a range of digital support material for use on YouTube to raise awareness of our work, encourage volunteers and donations, share the stories of the carers in our community and celebrate the positive effect of our services. This could be based around video diaries, digital storytelling, events reporting or showcasing our organisation.</p> <p>We would like an Intern to:</p> <ul style="list-style-type: none"> • Consult with our staff and community to gain an understanding of our organisation. • Identify a theme for the film • Develop and produce a short film or photographic montage which can be published via YouTube
Skills required	<ul style="list-style-type: none"> • Experience of digital film making or photography • Creativity and empathy for the subject matter • Ability to work on own initiative • Access to recording and editing equipment
How you will benefit	<ul style="list-style-type: none"> • Opportunity to develop customer driven work for your portfolio • Opportunity to practice and develop team working, personal organisation, communication and interpersonal skills, time management and creativity • Raised awareness and knowledge of Third Sector
The organisation	<p>The Bridgend Carers Centre is a voluntary organisation that supports carers of all ages in their individual and often isolated caring situations through the provision of:</p> <ul style="list-style-type: none"> • Information about illnesses • Services available to carers • Benefits information • Listening - one to one and group support • Advocacy and help with the Carer's Assessment process • Training to help carers cope
How the organisation will benefit	<ul style="list-style-type: none"> • Raised awareness of what we do and how we can help support carers in our community • Increased accessibility of services by utilising different formats • Increased and rejuvenated profile • Increased support for our fundraising
Practical Information	
Internship Location	Bridgend
Required attendance	Flexible
Duration	2 -3 months
Start date	As soon as possible

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For an application form please contact: help@wcva.org.uk

Organisation:	Wales Alliance for Citizen Directed Support
Internship Title:	Film making/Photography (Ref: 229)
The internship:	<p>We are trying to reach out through member agencies to people who need support from across Wales and ask them one question:</p> <ul style="list-style-type: none"> • What does Citizen Directed Support mean to you? <p>We want to do this through stories told personally through video, pictures and recorded speech. We will help people to share their experiences and aspirations, and come together to add their voice to ours in affecting change.</p> <p>We are looking for an intern to meet people and use video to record their views. We want you to then edit these short films and work with us to put them together in a way that that the themes within them can clearly emerge.</p>
Skills Required:	Use of social web, experience of video production (training and support can be provided), good social and communication skills.
How you will benefit:	You will benefit through engaging in a project that will take a combination of practical, social, and media skills. You will develop skills around the use of the web, multi-media and video. You will have the chance to talk to people who may need support to express themselves clearly and with confidence, this will develop your skills around communication and collaboration. Finally this is a chance to explore citizen journalism and how it can be used to create real change that is of benefit to us all.
The Organisation:	<p>The Wales Alliance for Citizen Directed Support is an alliance of a large number of social care organisations, citizens and community groups from across Wales who are all committed to making</p> <ul style="list-style-type: none"> • good quality personal support offering choice and control • and communities where people feel like they belong and make a contribution <p>.... the norm for us all when we need support.</p>
How the organisation will benefit:	<p>This will help us to shape what we mean by Citizen Directed Support, and be better equipped to clearly articulate the views of people in the national discussions about the future of social care in Wales.</p> <p>We also want to use this project to reach out beyond agencies to citizens that we collectively support.</p>
Practical Information	
Internship Location:	South Wales, could be home based
Required Attendance:	Negotiable
Duration:	6 months (for 1-2 days per week estimated)
Start Date:	ASAP
Other Info:	A range of equipment can be supplied.

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For an application form please contact: help@wcva.org.uk

Organisation:	Special Needs Activity Club (SNAC)
Internship Title:	Film Making Project (Ref: 259)
The Internship:	<p>The internship will involve:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Developing a range of ideas/themes for a short film • Filming, editing and where appropriate publishing to the Internet
Skills Required:	<ul style="list-style-type: none"> • Experience of digital film making • Ability to work on own initiative • Access to recording and editing equipment • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate film making and editing skills • Opportunity to develop a portfolio of media materials • Opportunity to practice and develop personal organisation, communication and interpersonal skills, time management and creativity
The Organisation:	<p>SNAC is a parent-led organisation, providing play and leisure facilities to children and young adults with special needs from all over the South Wales area.</p> <p>Activities are led by qualified and trained play workers</p> <p>The centre facilities include a multi-sensory room for the therapeutic benefit of children who have sensory disorders such as autism to relax in comfort, a chill-out room, pedal go-kart track, indoor and outdoor play areas</p> <p>SNAC also acts as a support network for parents and families of special needs children.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Increased income from funders, leading to enhanced provision • Increased use of our services
Practical Information	
Internship Location:	Port Talbot
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Treat Trust Wales
Internship Title:	Film Making Project (Ref:181)
The Internship:	<p>The current challenge for the trust is to build awareness of its aims and raise its profile to further improve fundraising capability and successful development of the Centre.</p> <p>We would therefore like an Intern to produce a series of short films which connect with a variety of partners/stakeholders/potential supporters, raising the profile of our work, the aims of the Trust and the lives of people it will help.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Reviewing existing material for possible inclusion • Developing a range of ideas to suit different purposes i.e. Website, seminars, Gala Dinners and local media • Filming, editing and where appropriate publishing to the Internet
Skills Required:	<ul style="list-style-type: none"> • Experience of digital film making • Ability to work on own initiative • Access to recording and editing equipment • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate film making and editing skills • Opportunity to develop a portfolio of media materials • Opportunity to practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Involvement in a dynamic, high profile and exciting project • Networking in a very active environment
The Organisation:	<p>TREAT Trust Wales is aiming to provide a state of the art, world class rehabilitation centre in Swansea, TREAT stands for Treatment, Rehabilitation, Exercise And Therapy.</p> <p>The Trust aims to assist people following accident or illness, in improving their quality of life, general fitness and sense of well-being and self-esteem by means of opportunities for physical, mental and social rehabilitation in a welcoming environment, providing healthy lifestyle facilities and advice, both to them and to the general public.</p> <p>This is a multi million pound project with support from key members of the health service and high profile celebrity patrons and trustees.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of the Trusts relationship with the local community • Increased income from sponsors • Increased media coverage
Practical Information	
Internship Location:	Swansea
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	WEA (Workers Educational Association)
Internship Title:	Film Making Project (Ref:153)
The Internship:	<p>One of our aims is to build greater awareness of our work and the opportunities available. We would therefore like an Intern to produce a short film, to connect with organisations, employers and potential learners. The film will be used on our website and at seminars.</p> <p><u>The internship would involve:</u></p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Developing ideas to suit different purposes i.e. Website, seminars • Filming , editing and where appropriate publishing to the Internet
Skills Required:	<ul style="list-style-type: none"> • Experience of digital film making • Ability to work on own initiative • Access to recording and editing equipment • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate film making and editing skills • Opportunity to practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Networking in a very active educational environment
The Organisation:	<p>The WEA is a voluntary movement committed to the promotion and provision of educational opportunities in the widest sense, with regards to Welsh language, culture, and the diversity of communities in Wales. It is concerned particularly with those outside traditional education provision.</p> <p>We are an active partner in many projects and learning initiatives across South Wales, working with other providers, community groups, trades unions and voluntary groups.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of the organisations relationship with communities across South Wales • Increased participation, increased income, more learners
Practical Information	
Internship Location:	Cardiff based, but covering South Wales
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	New Horizons
Internship Title:	Film making - short film (Ref: 278)
The Internship:	<p>We would like to develop a short film for use on YouTube, involving our funders, partners at events.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Consulting colleagues and volunteers to research suitable projects/themes • Visiting projects and events to build a library of film for editing • Editing into a 10 min film with music or narrative • Making available for use on websites etc.
Skills Required:	<ul style="list-style-type: none"> • Film making and editing skills • Able to use own initiative. • Interest in sport an advantage • Creativity and innovation
How you will benefit:	<ul style="list-style-type: none"> • Valuable experience to add to your CV. • Opportunity to produce a film for a high profile national project • Opportunity to develop a network in a very active nationwide environment • To be part of a project which is part of the UK 2012 Olympic activities with potential related benefits
The Organisation:	<p>New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Improved ability to reach our target audience • Increased funding • Input of fresh ideas, new perspective • Increased professionalism in the way we promote our projects
Practical Information	
Internship Location:	Aberdare
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Special Needs Activity Club (SNAC)
Internship Title:	Graphic Design Project (Ref:257)
The Internship:	<p><u>The Internship:</u> We would like an Intern to produce marketing materials, such as a flyers, posters etc, to engage potential customers and project workers.</p> <p><u>The internship ship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with personnel and stakeholders to Identify aims and ideas • Graphic design of the material • Taking marketing materials from conception though to design
Skills Required:	<ul style="list-style-type: none"> • Graphic design skills • Interest in marketing • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to produce a portfolio of promotional materials • Opportunity to gain an understanding of the design process from conception to production • Demonstrate and practice team work, personal organisation, creativity, and using own initiative
The Organisation:	<p>SNAC is a parent-led organisation, providing play and leisure facilities to children and young adults with special needs from the South Wales area.</p> <p>The centre facilities include a multi-sensory room for the therapeutic benefit of children who have sensory disorders such as autism to relax in comfort, a chill-out room, pedal go-kart track, indoor and outdoor play areas.</p> <p>SNAC also acts as a support network for parents and families of special needs children.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness and greater participation in our activities • Fresh ideas and perspective • Expanded services due to increased income
Practical Information	
Internship Location:	Port Talbot
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	The Wallich
Internship Title:	Graphic Design Project (Ref: 264)
The internship:	<p>We are looking for a talented, enthusiastic graphic designer to join our award winning Graphic Design team, IKON Creative, in providing an in-house design and print service to The Wallich as well as offering this service commercially to external customers.</p> <p>We would like an intern to help support our in-house design team, IKON Creative, in fulfilling our internal design needs.</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Designing publicity material for the organisation. • Taking and processing internal orders for publicity material. • Further developing internal publicity material. • Creating and preparing digital photos, illustrations and scans
Skills Required:	<ul style="list-style-type: none"> • Able to demonstrate an understanding of the design process for printed design. • It is essential to have, or be in the latter stages of working towards, a recognised qualification in graphic design or similar subject, or proven experience in the field. • Experience in using Adobe InDesign, Photoshop, Illustrator, Dreamweaver, HTML and CSS. • Able to prioritise tasks, meet tight deadlines and work on multiple projects. • Able to work well and produce innovative ideas under pressure. • Able to effectively present ideas and designs to in-house customers. • Flexible and responsive to client feedback. • A willingness to carry out other duties relating to design such as operating the digital printing press and preparing art work for dispatch.
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to gain experience of working in a professional fast paced environment. • Opportunity to use professional equipment and gain knowledge and practice of the printing process. • Opportunity to add professional publications to your portfolio.
The Organisation:	<p>The Wallich has been providing accommodation and support services for homeless people for over 30 years, starting with a 20-bed Hostel in Cardiff and expanding to a multi-project agency working in fifteen local authorities in Wales. We specialise in providing services for people with multiple, complex needs; people who, because of their high support needs, are often banned or excluded from other services and have difficulty in accessing any other accommodation.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Furthering our ability to engage in Social Enterprise. • Ensuring that internal commitments are prioritised and met. • Enabling the Creative team to deliver on their external commitments in an efficient manner. • Increased ability to concentrate on service delivery. • Fresh ideas from a new perspective.
Practical Information	
Internship Location:	Cardiff.
Required Attendance:	1-2 days a week, flexible.
Duration:	3 months.
Start Date:	As soon as possible.

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Organisation:	Treat Trust Wales
Internship Title:	Media & Communication - Website (Ref:183)
The Internship:	<p>The current challenge for the trust is to build awareness of its aims and raise its profile to further improve fundraising capability and successful development of the Centre.</p> <p>We would therefore like an Intern to review our use of our website, development and implementation plan to enhance our ability to engage with our target groups.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Review of the website • Researching other sites to establish state of the art techniques and approaches • Recommendations for improvement including increased use of social media such as Facebook, Twitter, UTube, podcasts • Implementation of recommendations
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Marketing and communications techniques utilising the Internet • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and Marketing & communication skills predominantly through the medium of the Internet • Practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Development of a social marketing campaign to address the needs of a high profile organisation and campaign • Involvement in a dynamic, high profile and exciting project • Networking in a very active environment
The Organisation:	<p>TREAT Trust Wales is aiming to provide a state of the art, world class rehabilitation centre in Swansea, TREAT stands for Treatment, Rehabilitation, Exercise And Therapy.</p> <p>The Trust aims to assist people following accident or illness, in improving their quality of life, general fitness and sense of well-being and self-esteem by means of opportunities for physical, mental and social rehabilitation in a welcoming environment providing healthy lifestyle facilities and advice, both to them and to the general public.</p> <p>This is a multi million pound project with support from key members of the health service and high profile celebrity patrons and trustees.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of the Trusts relationship with the local community • Increased income from sponsors • Increased media coverage
Practical Information	
Internship Location:	Swansea
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	WEA (Workers Educational Association)
Internship Title:	Media & Communication - Website (Ref:162)
The Internship:	<p>One of our aims is to build greater awareness of our work and the opportunities available.</p> <p>We would therefore like an Intern to review our use of our website and recommend actions to enhance our ability to engage with potential learners, organisations, employers and our client group.</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Review of the website • Researching other sites to establish state of the art techniques and approaches • Recommendations for improvement including increased use of social media such as Facebook, Twitter, UTube, podcasts • Recommendations report
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Marketing and communications techniques utilising the Internet • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice Marketing and Communication skills predominantly through the medium of the Internet • Practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Networking in a very active educational environment
The Organisation:	<p>The WEA is a voluntary movement committed to the promotion and provision of educational opportunities in the widest sense, with regards to Welsh Language, culture, and the diversity of communities in Wales. It is concerned particularly with those outside traditional education provision.</p> <p>We are an active partner in many projects and learning initiatives across South Wales, working with other providers, community groups, trades unions and voluntary groups.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of our relationship with the South Wales Communities, employers and organisations • Increased ease of access to information for our clients
Practical Information	
Internship Location:	Risca and Cardiff predominantly though may require some travel around South Wales
Required Attendance:	Flexible
Duration:	2-3 months
Start date:	As soon as possible

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Organisation;	Arts Factory
Internship Title;	Media & Marketing - Vinyl On the Wall (Ref:207)
The Internship:	<p>The internship will involve:</p> <ul style="list-style-type: none"> • Building the online gallery of items • Researching product information • Working with the team to support the launch of the enterprise
Skills Required:	<ul style="list-style-type: none"> • The ability to work positively with people of all walks of life • Enthusiasm, • A well organised approach • Good communication skills • IT literate • Self starter, ability to work on initiative
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop business skills in an ever increasing online market place • Opportunity to practice and demonstrate teamwork, organisational skills and enthusiasm • A raised awareness of the Third Sector and social enterprise • Opportunity to work on a music based project
The Organisation:	<p>Arts Factory is an independent development trust that was established in 1990 by local people who were tired of being labelled as “problems” and who wanted to work together to improve the quality of their lives through:</p> <ul style="list-style-type: none"> • Developing social enterprises that will fund our work in the future • Creating opportunities for others to develop • Providing valued services to meet needs in the wider community <p>We have an exciting project developing a new e-business selling framed LP covers on-line - generating income and providing a high quality service to customers.</p> <ul style="list-style-type: none"> •
How the organisation will benefit:	<ul style="list-style-type: none"> • Our E-commerce projects will be set up as operating businesses • Our E-commerce projects will be generating income • Energy and commitment • New Ideas
Practical Information	
Internship Location:	Arts Factory Ltd, Unit 11, Highfield Ind Estate, Ferndale, RCT, CF43 4SX
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	Flexible
Other Info:	Location 1 hour by public transport from Cardiff

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Organisation:	Vision 21
Internship Title:	Media Project (Ref:23)
The internship:	This placement will involve whatever it takes to develop, record, and edit a promotional film.
Skills Required:	<ul style="list-style-type: none"> • Media skills especially film making • Ability to travel to project locations in Cardiff, Newport and the Vale • Good communication skills • Excellent personal organisation • Creativity and enthusiasm
How you will benefit:	<p>Vision 21 provides a fantastic opportunity to meet people and make new friends whilst being a part of an inclusive and supportive organisation.</p> <p><u>The placement will provide:</u></p> <ul style="list-style-type: none"> • An opportunity to develop knowledge and skills of working with people with learning difficulties • Opportunity to practice and demonstrate personal organisation, team work, communication, marketing • An opportunity to produce and publish a promotional film for a successful and well respected South Wales organisation
The Organisation:	Vision 21 is an organisation offering people with learning difficulties the opportunity to undertake vocational training with a view to employment. Volunteers are a vital part of our organisation; we would like a film which can be viewed on our website and at presentations and seminars, showing the benefits of volunteering with Vision 21.
How the organisation will benefit	<ul style="list-style-type: none"> • Increase in volunteers • Increased awareness of organisation, it's aim and achievements • Input of new ideas • Possible expansion of operations and services provided
	Practical Information
Internship Location:	The main office is located close to Ty Glas rail station. All locations are fully accessible.
Required Attendance:	Flexible
Duration:	2-3 months
Start date:	Flexible

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Organisation:	New Horizons
Internship Title:	Photography portfolio (Ref: 276)
The Internship:	<p>We would like to develop a gallery of photographs to illustrate the stories of people involved with New Horizons. We will use the photos to support funding applications, for use in the media and to promote our projects and activities. We would like to use contemporary and specialised photography to inspire!</p> <p>The placement will involve:</p> <ul style="list-style-type: none"> • Consulting colleagues and volunteers to research suitable stories • Visiting events to build a gallery of community related photography • Editing/retouching photos to own standards • Making available for use on websites, marketing literature, information material etc. • Possible development of a montage for use on YouTube
Skills Required:	<ul style="list-style-type: none"> • Photography and editing skills • Able to use own initiative • Creativity
How you will benefit:	<ul style="list-style-type: none"> • Valuable experience to add to your CV. • Opportunity to develop a gallery of photographs based around community life
The Organisation:	<p>New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Improved ability to reach our target audience • Increased funding • Input of fresh ideas, new perspective • Increased professionalism in the way we promote our projects and activities
Practical Information	
Internship Location:	Aberdare
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Community Music Wales
Internship Title:	Photography Project (Ref:154)
The Internship:	<p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Visiting workshops/training/activity • Photographing activity • Working with Project Officers to ensure appropriate photo permissions are collected • Create a portfolio of stock photos which can be used by CMW
Skills Required:	<ul style="list-style-type: none"> • Creativity and Enthusiasm • Good photography skills • Highly motivated • Good organisational skills • Good interpersonal skills • The ability to drive and the use of a car would be very useful, but is not essential
How you will benefit:	<ul style="list-style-type: none"> • Experience of working with a variety of groups • Opportunity to practice and develop skills • Opportunity to practice and demonstrate personal organisation, teamwork and interpersonal skills • A raised awareness and knowledge of Third Sector • Create a new portfolio of photos
The Organisation:	<p>CMW is Wales's leading music charity. We engage with a cross section of the community from small local groups, organisations and charities, local authorities and the Welsh Government. We provide specialised activities including participatory workshops, taster sessions, DJing & music technology, drumming & percussion sessions, multi arts workshops, music industry mentoring, professional development and training.</p> <p>As an organisation, we work on a large amount of different kinds of work which are represented in our marketing. We would like to update some of our images so are looking to create a new collection of stock photos to use.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Have a dedicated member of the team to work solely on the project • Good quality imagery • New stock of up to date photos which can be used in our publicity • Publicity which represents all aspects of the organisation's work • Fresh ideas
Practical Information	
Internship Location:	Cardiff (office) then locations across South Wales and the Valleys.
Required Attendance	1 or 2 days a week, flexible
Duration:	2-3 months flexible
Start Date:	As soon as possible
Other Info:	This placement includes travel across South Wales and the Valleys.

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Organisation:	Treat Trust Wales
Internship Title:	Photography Project (Ref:182)
The Internship:	<p>The current challenge for the trust is to build awareness of its aims and raise its profile to further improve fundraising capability and successful development of the Centre.</p> <p>We would therefore like an Intern to produce a portfolio of photography which connects with a variety of partners/stakeholders/potential supporters raising the profile of our work, the aims of the Trust and the lives people it will help</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and needs • Reviewing existing photographic material • Developing a range of ideas to suit different purposes i.e. Website, media articles and publicity materials • Photography, editing and where appropriate publishing to the Internet
Skills Required:	<ul style="list-style-type: none"> • Experience of digital photography • Ability to work on own initiative • Enthusiasm
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate photography and editing skills • Opportunity to develop a portfolio of media materials • Opportunity to practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Involvement in a dynamic, high profile and exciting project • Networking in a very active environment
The Organisation:	<p>TREAT Trust Wales is aiming to provide a state of the art, world class rehabilitation centre in Swansea, TREAT stands for Treatment, Rehabilitation, Exercise And Therapy.</p> <p>The Trust aims to assist people following accident or illness, in improving their quality of life, general fitness and sense of well-being and self-esteem by means of opportunities for physical, mental and social rehabilitation in a welcoming environment providing healthy lifestyle facilities and advice, both to them and to the general public.</p> <p>This is a multi million pound project with support from key members of the health service and high profile celebrity patrons and trustees.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of the Trusts relationship with the local community • Increased income from sponsors • Increased media coverage
Practical Information	
Internship Location:	Swansea
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Brynawel House Alcohol Rehabilitation Centre
Internship Title:	Alcohol Rehabilitation & Social Media (Ref:113)
The Internship:	<p>We would like to establish remote support for ex service users utilising social media such as Facebook, Mobile phones and E-mail.</p> <p>The Internship will involve:</p> <ul style="list-style-type: none"> • Gaining an understanding of the needs of the users and service delivery • Testing feasibility and effectiveness of the use of social media for ex user counselling support • Testing feasibility and effectiveness of the use of social media for ex user communication and mutual support • Establishing the framework and guidelines
Skills Required:	<ul style="list-style-type: none"> • Knowledge of social media • An interest or understanding of substance misuse would be helpful and the motivation to deal with the client group • Ability to work on own initiative • Good communication skills
How you will benefit:	<ul style="list-style-type: none"> • You will gain experience working in the substance misuse field and have access to clients and their behaviours which can sometimes make these projects challenging • Opportunity to demonstrate research skills • Opportunity to demonstrate teamwork, personal organisation and interpersonal skills
The Organisation:	<p>Since its inception in 1977, Brynawel has become a leading centre of excellence in South Wales for the provision of high quality professional alcohol treatment services, support & assistance both on site at its rural residential facility and also in the community, for people and families experiencing alcohol dependency issues.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased effectiveness in the use of counselling resource • Framework to encourage mutual support by ex users • Increased confidence for ex users due to ongoing communication
Practical Information	
Internship Location:	Llanharry Rd Llanharan Pontyclun CF72 9RN
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Bridges Community Centre
Internship Title:	Business & Marketing Assistant - eBay Project (Ref: 267)
The internship:	<p>We would like an intern to:</p> <p>To research the feasibility and cost effectiveness of setting up an eBay shop. What would we sell? How would we obtain goods and store them? What would the “competition” be? What would the set up costs be? What staffing/training would be required? What would the likely profit margin be?</p> <p>If time permits to set up the eBay shop so that it can be self sustaining.</p>
Skills Required:	<ul style="list-style-type: none"> • Marketing and business knowledge/experience • Good IT, communication and inter-personal skills • Ability to work on initiative
How you will benefit:	<p>This internship would provide the opportunity to contribute to marketing and fundraising initiatives, find out how a successful community centre operates, assist with event management, attend a trustee meeting etc.</p> <p>Successful completion would be a considerable advantage in applying for permanent employment in the third sector.</p>
The Organisation:	<p>Bridges Community Centre is the main provider of community activities in Monmouth and the wider surrounding area. The community centre offers a vast array of activities and social groups including MIND, The Alzheimer’s Group, Older People’s Tea Dance, Breast Cancer Support, Stroke Association, St David’s Foundation and C.O.M.I.C. and the Citizens of Monmouth Interest Centre, which provides a social group for eighty pensioners on three days a week.</p> <p>These groups and many others all have a very high attendance and a positive influence on our community. We also have various groups for families and our younger community encouraging play and development as well as creating a strong social network for our parents in and around Monmouth.</p>
How the organisation will benefit:	<p>This placement will make an important contribution to diversifying sources of income for this organisation which is at present heavily dependent on grants and hire income.</p>
Practical Information	
Internship Location:	Bridges Community Centre, Monmouth
Required Attendance:	1-2 days
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	ContinYou Cymru
Internship Title:	CânSing Project Assistant - Schools & Singing (Ref:116)
The Internship:	<p><u>The internship will involve:</u></p> <p>Co-ordinating and supporting a range of events which promote and deliver the C�nSing project and will include:</p> <ul style="list-style-type: none"> • Schools liaison to inform and develop ideas • Communication of the project through Website demonstration and development of other support materials • Promotion and guidance on use of the Tool kit • PR & Marketing to promote and raise support and funding • Involvement in production of the newsletter
Skills Required:	<ul style="list-style-type: none"> • Some experience of PR • Some experience of organising events • Good communication and IT skills • Excellent organisational skills • Interest in singing would be an advantage, but not essential!
How you will benefit:	<ul style="list-style-type: none"> • Developing your team work and initiative • Developing an understanding of community focused schools, out of school hours learning and specific project development/delivery • Developing organisational skills • Understanding how Third Sector organisations work
The Organisation:	<p>ContinYou Cymru is part of ContinYou, a charity with over 20 years of experience, operating across the UK with the mission of changing lives through learning.</p> <p>The aim of the C�nSing project is to raise the profile and standard of singing across Wales by extending opportunities for all children and improving the quality of provision and delivery within schools.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • We will benefit from having additional capacity and expertise to promote and support the project across Wales • Greater recognition of our organisation and its work • New ideas • Extension of service provision to more service users
Practical Information	
Internship Location:	We have small offices in Cardiff (Keen Road) and Corris, Powys. The internship could be based in either. However, our team is located across Wales with senior staff based in Conwy, Llanelli, Powys, Mold so there are opportunities to work mainly from home but 'linked' to a member of staff
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	Flexible

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Organisation:	Wales Alliance for Citizen Directed Support
Internship Title:	Citizen Directed Support - Marketing & Communication (Ref: 228)
The internship:	We want an intern to help us get wider interest for our Alliance and the things members are doing as part of it. They will help to get potential members involved and to become an active and informed part of our community.
Skills Required:	Ability to use email and social networking (training available) and good communication skills.
How you will benefit:	This project will help to develop practical skills in community development and social organisation, you will also develop skills in the use of the web and social networking to help people organise themselves.
The Organisation:	<p>The Wales Alliance for Citizen Directed Support is an alliance of a large number of social care organisations, citizens and community groups from across Wales who are all committed to making</p> <ul style="list-style-type: none"> • good quality personal support offering choice and control • and communities where people feel like they belong and make a contribution <p>.... the norm for us all when we need support.</p>
How the organisation will benefit:	This will help our Alliance to become a more useful and vibrant force for change in Wales. It will also ensure that there is a representative cross section of people from the community within the membership of the organisation.
Practical Information	
Internship Location:	South Wales, could be home based
Required Attendance:	Negotiable
Duration:	6 months for (1 day per week estimated)
Start Date:	ASAP
Other Info:	A range of equipment can be supplied

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Organisation	New Horizons
Internship Title	Communication and Marketing Project (Ref: 273)
The Internship	<p>We would like an Intern to review the way in which we engage and communicate within our community and make improvements to increase effectiveness and inclusiveness of our work.</p> <p>The internship will include:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims, needs and opportunities • Reviewing our approach, our information and marketing literature • Consult with service users to assess how our communication style is meeting their needs • Develop a suite of communication tools <p>Depending upon the interest of the Intern the internship may include:</p> <ul style="list-style-type: none"> • Producing articles for local newspapers and community column • Graphic design for marketing literature • Producing website content • Reporting and promoting activities
Skills required	<ul style="list-style-type: none"> • Knowledge of media and communications techniques • Excellent communication skills • Ability to work on initiative • Good organisational skills • Self-motivated and enthusiastic
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice and showcase knowledge of media and communication. • Opportunity to practice skills in research, communication, personal organisation • Practicing tailoring information to a target audience
The organisation	<p>New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.</p>
How the organisation will benefit	<ul style="list-style-type: none"> • Increased insight from a fresh perspective • Improved community life for members our community • Improved communication which reaches more of the community
Practical Information	
Internship Location	Aberdare
Required attendance	Flexible
Duration	3 months
Start date	As soon as possible

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Organisation:	Minority Ethnic Women's Network - Swansea
Internship Title:	Communication, Marketing & PR (Ref:175)
The Internship:	<p>We are undertaking some research to develop new areas of our services, such as those targeting young or disabled members of our community.</p> <p>We would like an intern to build a portfolio of case studies and information about the experiences of BME people with disabilities in the Swansea area.</p> <p><u>The internship ship will involve:</u></p> <ul style="list-style-type: none"> • Reviewing research undertaken • Identifying key areas /issues to be addressed • Consulting to identify the best way to communicate with the target groups • Producing materials to communicate the messages
Skills Required:	<ul style="list-style-type: none"> • Excellent interpersonal skills • Report writing • Good standard of written communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop a suite of communication materials on key social issues • Opportunity to gain an understanding of the issues affecting black and minority ethnic people in the local community • Opportunity to demonstrate team work, personal organisation, Using own initiative and creativity
The Organisation:	<p>MEWN is an organisation working towards the establishment of a Network of black and ethnic minority women and women's organisations, in the Swansea Bay area.</p> <p><u>Our mission is to remove the barriers to participation in the Welsh community and our objectives include:</u></p> <ul style="list-style-type: none"> • Empowering women from black and ethnic minority communities and enable them to develop their own initiatives and participate fully in mainstream services • Providing a regular drop-in service for black and ethnic minority women • Establish a training unit for black and ethnic minority women that offer courses that will help the women get back into the workforce
How the organisation will benefit:	<ul style="list-style-type: none"> • Fresh ideas and new perspective • Increased awareness of how the organisation can help the community • Increased effectiveness in engaging the community • Improved ability to meet the needs of the local community
Practical Information	
Internship Location:	Cardiff/Swansea
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible
Other Info:	Male and female applicants welcome

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Organisation:	Morphious Social Enterprise
Internship Title:	Community Consultation & Marketing (Ref:91)
The Internship:	<p>We would like to produce a report and marketing material to promote our services based on our successes to date.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with our service users • Producing case studies which illustrate our successes • Evaluating both positive and negative outcomes • Writing a brief overview of findings • Presenting finding to chief executive • Provide recommendations of change
Skills Required:	<ul style="list-style-type: none"> • Excellent communication skills • Excellent inter-personal skills • Interest in socio-economic and poverty impacts • Ability to empathise with people and be non-judgemental • IT literate • Monitoring and evaluation skills • Analytical
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop wider knowledge of socio-economic impacts on individuals • Opportunity to participate in and demonstrate research and analytical skills • Opportunity to gain knowledge of third sector operations • Raise awareness of gender based inequalities and impacts • Opportunity to input into change process
The Organisation:	<p>Morphious targets the 'hardest to reach' individuals in disadvantaged communities, such as economically inactive people or lone parents, that other organisations have found difficult to engage. Our programme of workshops takes participants through a staged process, starting with personal development through to skills for employment or self-employment. In this way we aim to tackle unemployment and associated poverty in the more disadvantaged communities of Wales.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Having a focused two month review of our workshops • Gain fresh external review of training service delivery • Support the re-evaluation of training packages • An up to date measure of the social impact our work is having on individuals and communities
Practical Information	
Internship Location:	Penydarren Merthyr Tydfil CF47 9LP
Required Attendance:	Flexible
Duration:	Three months
Start Date:	As soon as possible
Other Info:	Can be flexible with attendance for the right person

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Organisation	Neath Communities First
Internship Title	Community Development- Event Management (Ref: 243)
The Internship	<p>Our Christmas events calendar is the busiest and highest profile time of year for the Neath Communities first partnership. We support a number of local events and activities within the community, aiming to reach and involve people of all ages</p> <p>We would therefore like an Intern to support the event management of a selection from this year's event list. Current plans include</p> <ul style="list-style-type: none"> • Christmas Light switch on • Craft Fair • Concerts • Fashion with Food • Hair and Beauty workshops for teens and tots • Continental market • Gaming and Circus Skills • Social events for all ages <p>The Internship will involve</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand their expectations and ideas for the events • Liaison with businesses, entertainers, other interested parties to confirm involvement • Publicising/marketing the event • Everything involved in staging successful and enjoyable events
Skills required	<ul style="list-style-type: none"> • Knowledge of event management, marketing and PR techniques • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice and Event management, marketing & PR skills • Practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Development of a marketing strategy for a well established and well regarded organisation • Access to training • Opportunity to develop a contact network within the area of community regeneration
The Organisation	<p>Communities First is a programme aimed at developing selected communities in Wales so that these areas become more prosperous and provide more opportunities for those living in and around these communities.</p> <p>The programme has been designed so that the communities themselves decide what they need and would like to see in their areas. Communities First is a long-term programme (10 years) to encourage projects and changes that will be sustainable for the future.</p>
How the organisation will benefit	<ul style="list-style-type: none"> • Increased community involvement • Increased awareness of the organisation and the support it provides • Input of creative ideas from an outside perspective • Opportunity to increase range and diversity of events
Practical Information	
Internship Location	Neath
Required attendance	Flexible
Duration	2-3 months
Start date	As soon as possible

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For an application form please contact: help@wcva.org.uk

Organisation:	Mental Health Matters
Internship Title:	Fundraising & Marketing Development Project (Ref:211)
The Internship:	<p>Funding is a priority area for us and we are looking for an individual with excellent writing skills who can take a lead on reviewing, developing and implementing a fundraising strategy through the development of opportunities and research into potential fundraising opportunities</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Undertaking desk based research • Local media and events monitoring • Strengthening relationships with existing donors • Building relationships with potential donors • Researching and sourcing suitable areas for fundraising <p>Typically this might include identifying and marketing to potential corporate partners, marketing to individuals, event organisation Leading to the production of a Fundraising plan for the next 12 months.</p>
Skills Required:	<ul style="list-style-type: none"> • Excellent written skills • Enthusiastic and resourceful • Good interpersonal skills • Confidence to communicate with people at all levels • Flexible, a can do attitude with a desire to learn
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to work in a positive and supportive environment • Practice and demonstrate team work, personal organisation, communication. • Practice marketing, research • Understanding the real challenges and benefits of work within the Third Sector • Insight into the Mental Health environment
The Organisation:	<p>Mental Health Matters Wales works with people who have a mental health related issue, other voluntary organisations and statutory services to promote mental well-being and to ensure there is a comprehensive range of mental health services in Wales.</p> <p>The services we provide include mental health advocacy, tenancy support, wellbeing centres, information, training, lobbying and volunteering.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased awareness of our work and services we offer • Increased Income • Fresh and innovative ideas • Enhanced effectiveness
Practical Information	
Internship Location:	Bridgend
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	Flexible

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Organisation:	RCT People First Limited
Internship Title:	Fundraising / Marketing Organiser (Ref:148)
The Internship:	<p>The internship will involve:</p> <ul style="list-style-type: none"> Identifying, organising and market fundraising events Marketing the organisation Identifying and completing funding applications
Skills Required:	<ul style="list-style-type: none"> Good communication skills Interest in media & journalism Familiarity with social networking Ability to work unaided and bring fresh ideas Knowledge of fundraising
How you will benefit:	<ul style="list-style-type: none"> Opportunity to practice and develop media & journalism skills Opportunity to practice and demonstrate personal organisation and teamwork skills A raised awareness and knowledge of fundraising and marketing
The Organisation:	<p>RCT People First is a Voluntary, Charitable organisation that has been set up and is run by and for people with learning disabilities. It empowers people with learning disabilities to challenge prejudice and discrimination by increasing awareness about the importance of equality and rights through training, education and support.</p> <p>We are constantly struggling to keep the organisation going and need some help and support around fundraising and marketing.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> Understanding of who the organisation is and what it does Greater understanding of fundraising Greater understanding of marketing and publicity
Practical Information	
Internship Location:	RCT People First Office base - Porth
Required Attendance:	1-2 days a week
Duration:	2-3 Months
Start Date:	As soon as possible

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Organisation:	The Wildlife Trust of South & West Wales
Internship Title:	International Membership Development (Ref:98)
The Internship:	<p>WTSWW want to understand whether it would be a viable business opportunity to establish an international membership scheme aimed and the ex-pat and ancestral communities abroad by:</p> <ul style="list-style-type: none"> • Establish contact and relationships with various US and commonwealth cultural societies • Understand the Social and Financial Demographics of this sector • Understand what would be the expectations of potential members • Create communication opportunities between these groups and WTSWW management • Report findings and recommendations to CEO and Board of Trustees
Skills Required:	<ul style="list-style-type: none"> • Good Communication Skills - Able to establish working relationships quickly • Good Research & Analytical Mind - Able to quickly understand the problems and find solutions • Be self Motivated and work on own initiative • Welsh speaker would be desirable
How you will benefit:	You will benefit from being part of a committed team within Wales's primary Wildlife Trust. The successful candidate would develop a unique knowledge base that would enhance employment opportunities within this sector.
The Organisation:	The Wildlife Trusts of South and West Wales, (WTSWW) is the largest of the Welsh Wildlife Trust in Wales and the 4 th largest in the UK. WTSWW is a charity responsible for the management of 85 nature Reserves from Aberystwyth to Cardiff. Currently WTSWW has a growing membership of approximately 4000 subscribing members. WTSWW recognises that there was a migration of Welsh workers from Wales during the last century and there are now vibrant Welsh ex-pat and ancestral societies within the United States and the Commonwealth.
How the organisation will benefit:	WTSWW will benefit from having a fresh pair of eyes looking at and testing the viability of an overseas membership scheme and establishing long-term relationships with overseas partners
	Practical Information
Internship Location:	The Wildlife Life Trust of South and West Wales The Welsh Wildlife Centre Tondy. Bridgend some home working encouraged Location may be flexible across Wales dependent upon Intern
Required Attendance:	Flexible
Duration:	Up to 8 Weeks
Start Date:	As soon as possible

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Organisation:	Able Radio
Internship Title:	Marketing Consultant (Ref:144)
The Internship:	We are looking for someone to develop and implement a cohesive marketing plan for us, covering use of the web, Social Networking, Press Releases etc. We are looking to both raise our profile in the disabled community, thereby increasing listeners, and to more effectively promote ourselves to potential customers for paid services.
Skills Required:	Marketing, marketing and marketing! Plus a good measure of organisational skills to pull various threads together. Amongst the current management we have a variety of ideas, but lack the time to pull them together into a consistent approach, and carry them out in a timely manner.
How you will benefit:	<p>This is a unique opportunity for an intern to take on a position of true responsibility and drive the development of a new strategy. Working with a small dedicated management team, the intern will be taken on as and treated as an equal. We are looking for someone who is ambitious, able to work with minimal supervision, and strong enough to stand their ground if challenged, but prepared to work to a brief.</p> <p>In return we offer an experience and responsibility that you are unlikely to match elsewhere, working with a truly inspiring bunch of people. We have also helped previous placements with developing their CV to best sell their skills and coached them to improve employability.</p>
The Organisation:	<p>Able Radio is a live, on-line, radio station presenting shows at the heart of the disabled community. As the first live station of its kind, our remit is to move forward with disability and restrictive medical conditions. Great music, information and chat presented by a multitude of presenters, each adding their own unique style, focussed on the ability in disability.</p> <p>Able Radio is the UK's and possibly world's first internet radio station, focused on and presented by people with disabilities and long term medical conditions. Broadcasting a mixture of music, uplifting stories and general news and gossip, our USP is that our presenters all have a disability, as do most of our other volunteers who produce, engineer and research shows.</p> <p>As a social enterprise, Able Radio is aiming to be fully self sustaining by 2013. We earn income from training, providing audio services to conferences etc along with radio and web advertising and sponsorship.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile in the disabled community • Increase in listeners
Practical Information	
Internship Location:	Pontypool, Torfaen
Required Attendance:	Flexible by agreement
Duration:	Initially for six weeks, but potentially extendible by mutual agreement.
Start Date:	As soon as possible

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Organisation:	New Horizons
Internship Title:	Marketing - Corporate Donor Project (Ref:274)
The Internship:	<p>We would like to develop a corporate Donor programme.</p> <p>The internship will include some of the following:</p> <ul style="list-style-type: none"> • Research of potential partners • Design of a Corporate donor program • Design of a publicity plan directed at corporate sponsors • Producing an appropriate letter to prospective businesses
Skills Required:	<ul style="list-style-type: none"> • Knowledge of marketing techniques • Good communication skills • I T proficiency • Some understanding of social networking, and whether this can be used to raise the profile of New horizons
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop Interpersonal skills, analysis, personal organisation, and persuasion!! • Opportunity to demonstrate marketing and publicity skills
The Organisation:	<p>New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Generate a new source of potential income, • Greater understanding of the challenges presented my mental health issues
Practical Information	
Internship Location:	Aberdare
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	ContinYou Cymru
Internship Title:	Marketing Development & Implementation Project Assistant (Ref:107)
The Internship:	<p>The Internship will involve:</p> <ul style="list-style-type: none"> • The implementation of a marketing plan which will: • Promote individual projects/themes of our work including, Cookery clubs, Singing Clubs, Pyramid Clubs, Breakfast Clubs • Raise awareness of our new 'a-z of out of school hours learning' • Raising the profile of ContinYou Cymru • Writing copy/further developing our website • Assisting us to raise our political profile (AMs, MPs, Local government)
Skills Required:	<ul style="list-style-type: none"> • Some experience of PR • Good communication skills • Some experience of web content development • Understanding of the political landscape in Wales and the UK
How you will benefit:	<ul style="list-style-type: none"> • Developing your team work and initiative • Developing an understanding of community focused schools and out of school hours learning • Developing organisational skills • Utilising web skills • Understanding how third sector organisations work • Understanding more about the political landscape
The Organisation:	<p>ContinYou Cymru is part of ContinYou, a charity with over 20 years of experience, operating across the UK with the mission of changing lives through learning.</p> <p>ContinYou Cymru delivers the charity's work throughout Wales by using innovative ways to promote and support lifelong learning. Our vision is in line with that detailed in the One Wales document of a Wales where everyone has the chance to improve their own learning and wellbeing.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • We will benefit from having additional capacity and expertise to promote the wide range of our projects, programmes and services across Wales • Greater recognition of our organisation and its work • New ideas • Extension of service provision to more service users
	Practical Information
Internship Location:	We have small offices in Cardiff (Keen Road) and Corris, Powys. The internship could be based in either. However, our team is located across Wales with senior staff based in Conwy, Llanelli, Powys, Mold so there are opportunities to work mainly from home but 'linked' to a member of staff.
Required Attendance:	Flexible
Duration:	Flexible. We are happy to consider 1- 3 days per week for 1 or more months
Start Date:	Flexible

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Organisation:	Rowan Tree Cancer Care
Internship Title:	Marketing & Event Organisation (Ref:124)
The Internship:	<p>The Internship would involve selecting, marketing and delivering one or more events.</p> <p><u>Current ideas include :</u></p> <ul style="list-style-type: none"> • 5-a-side football event • Rugby 7's • Charity auction • Quiz Night
Skills Required:	<ul style="list-style-type: none"> • Knowledge and experience of event organisation • Knowledge of marketing and promotions • Ability to work on own initiative • Good interpersonal skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to manage commercially oriented events • Opportunity to demonstrate creative thinking, team work, personal organisation, decision making, ability to work on own initiative • Raised awareness and knowledge of Third Sector
The Organisation:	<p>Rowan Tree Cancer Care is a vibrant organisation providing support to cancer sufferers and their families through the provision of a wide range of services including counselling, complementary therapies, respite, transport, art and music therapy.</p> <p>We have a number of fund raising ideas which we would like to implement to support the delivery of our services.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile of their services • Increased income • High profile community event • Increased community involvement
Practical Information	
Internship Location:	Rowan Tree Offices are in Mountain Ash, with full accessibility
Required Attendance:	Flexible
Duration:	2 -3 months
Start Date:	As soon as possible

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Organisation	Bridgend Carers Centre
Internship Title	Marketing & PR (Ref: 255)
The Internship	<p>There are approx 16000 carers in our local community, We would like to find new ways of reaching these people and raising their awareness of the support available.</p> <p>We would therefore like an Intern to develop and implement a Marketing and PR campaign to raise awareness of the services we offer</p> <p>The internship would involve:</p> <ul style="list-style-type: none"> • Consult with colleagues and stakeholders to understand aims, needs and opportunities • Research where we may find 'hidden carers'. This may include Schools, community groups • Develop a campaign to raise awareness of our organisation
Skills required	<ul style="list-style-type: none"> • Knowledge of Marketing and PR techniques • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice Marketing & PR skills • Practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Development of a marketing strategy for a well established and well regarded organisation
The Organisation	<p>The Bridgend Carers Centre is a voluntary organisation that supports carers of all ages in their individual and often isolated caring situations through the provision of</p> <ul style="list-style-type: none"> • Information about illnesses • Services available to carers • Benefits information • Listening - one to one and group support • Advocacy and help with the Carer's Assessment process • Training to help carers cope
How the organisation will benefit	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work and the support we can provide • Increased income from donors • Enhanced lives for people in our community
Practical Information	
Internship Location	Bridgend
Required attendance	Flexible
Duration	2-3 months
Start date	As soon as possible

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Organisation:	Treat Trust Wales
Internship Title:	Marketing & PR (Ref:184)
The Internship:	<p>The current challenge for the trust is to build awareness of its aims and raise its profile to further improve fundraising capability and successful development of the Centre.</p> <p>We would therefore like an Intern to develop and implement a Marketing and PR campaign to enhance our ability to engage with our target groups and raise awareness with potential supporters, and service users.</p> <p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims, needs and opportunities • Develop a campaign strategy which will include some, if not all of the following: promotion of a book, use of local and national media to publish articles, newsletters, development of promotional materials and better utilisation of established relationships • Researching other organisations to establish an understanding of best practice techniques and approaches
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Marketing and PR techniques utilising the Internet • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and Marketing & PR skills • Practice and develop personal organisation, communication and interpersonal skills, time management and creativity • Development of a media strategy for a high profile enterprise • Involvement in a dynamic, high profile and exciting project • Networking in a very active environment
The Organisation:	<p>TREAT Trust Wales is aiming to provide a state of the art, world class rehabilitation centre in Swansea, TREAT stands for Treatment, Rehabilitation, Exercise And Therapy.</p> <p>The Trust aims to assist people following accident or illness, in improving their quality of life, general fitness and sense of well-being and self-esteem by means of opportunities for physical, mental and social rehabilitation in a welcoming environment providing healthy lifestyle facilities and advice, both to them and to the general public.</p> <p>This is a multi million pound project with support from key members of the health service and high profile celebrity patrons and trustees.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of the Trusts relationship with the local community • Increased income from sponsors • Increased media coverage
Practical Information	
Internship Location:	Swansea
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	WEA (Workers Educational Association)
Internship Title:	Marketing & PR (Ref:163)
The Internship:	<p>One of our aims is to build greater awareness of our work and the opportunities available we have recently undertaken an exercise to identify how we can engage untapped markets to raise awareness of our services, broaden the markets in which we deliver and increase revenue.</p> <p>We would therefore like an Intern to take these findings and implement a Marketing and PR campaign to address the opportunities identified.</p> <p><u>The internship would involve:</u></p> <ul style="list-style-type: none"> • Review Findings report • Consult with colleagues and stakeholders to understand aims, needs and opportunities • Develop a campaign to include use of local and national media to publish articles, newsletters, development of promotional materials and better utilisation of established relationships
Skills Required:	<ul style="list-style-type: none"> • Knowledge of Marketing and PR techniques • Ability to work on own initiative • Enthusiasm • Creativity • Excellent communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and Marketing & PR skills • Practice and develop personal organisation, communication & interpersonal skills, time management and creativity • Development of a media strategy for a well established and well regarded organisation • Networking in a very active educational environment
The Organisation:	<p>The WEA is a voluntary movement committed to the promotion and provision of educational opportunities in the widest sense, with regards to Welsh Language, culture, and the diversity of communities in Wales. It is concerned particularly with those outside traditional education provision.</p> <p>We are an active partner in many projects and learning initiatives across South Wales, working with other providers, community groups, trades unions and voluntary groups.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised profile and increased understanding of our work • Further development of our relationship with the South Wales communities, employers and Third Sector organisations • Increased income from increased clients and partners • Increased media coverage
Practical Information	
Internship Location:	Cardiff based though some time may be spent in our Blaenavon office
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Age Concern
Internship Title:	Marketing & Promotion Officer “Best Foot Forward” Project (Ref:75)
The Internship	<p>We are looking for someone who will be able to set up a Marketing and Promotional strategy that will be used to raise awareness to the service, attract new clients and directly contribute towards the long term sustainability of the “Best Foot Forward Project”</p> <p>We currently have almost 700 services users; our aim is to achieve 2000 over the next 2-3 years.</p>
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Interest in Marketing and Promotion • Ability to network • Project planning (Development of a marketing plan)
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop Marketing and Promotional skills • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis • A raised awareness and knowledge of Third Sector • An awareness of how a charity needs to diversify income streams to ensure its long term sustainability (social enterprise)
The Organisation:	<p>Good foot care is essential for the dignity, quality of life and wellbeing of older people. Many older people struggle to care for their feet due to health problems, such as sight impairment and arthritis, or they simply find it impossible to reach their feet to cut their toenails.</p> <p>The Best Foot Forward service is delivered locally in partnership with the AMBU NHS Trust and is led by a NHS Podiatrist who trains and oversees staff and volunteers in simple nail cutting procedures, identifying foot problems and being able to give advice on foot care and foot wear.</p>
How the organisation will benefit:	Age Concern Swansea will benefit by the development an important service for older people that meets a growing need.
Practical Information	
Internship Location:	Swansea
Required Attendance:	Flexible
Duration:	3-6 Months
Start Date:	Flexible

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Organisation:	Safer Merthyr Tydfil
Internship Title:	Marketing & Publicity Support (Ref:94)
The Internship:	<p>The placement will ideally involve:</p> <ul style="list-style-type: none"> • Website design and content editing • Production of an eNewsletter • Development of a marketing plan • Design of publicity and information materials
Skills Required:	<ul style="list-style-type: none"> • Interest in and knowledge of marketing and publicity • Interest in and knowledge of website design • Good communication skills
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop marketing and media skills • Opportunity, practice and support in demonstrating teamwork, communication & interpersonal skills, time management and creativity • Raised awareness and knowledge of Third Sector • Access to a wide variety of sector specific training, some with accreditation
The Organisation:	<p>Safer Merthyr Tydfil is a local crime prevention charity. We aim to enhance the quality of life of residents, visitors and those who work or invest in Merthyr Tydfil by reducing crime and the fear of crime. We offer a variety of services which include:</p> <p>Domestic abuse resource team (DART) Homesafe - target hardening service for victims of crime Take 2 Youth Mentoring Scheme Children & Young People's Participation Service Training & Development Centre</p>
How the organisation will benefit:	<p>We have recently launched our website and need fresh ideas with regards to website design and content and publicity information to maximise impact. Production of an eNewsletter will allow us to share information on our services and achievements without printing expenses, which also contributes to our environmental policy.</p>
Practical Information	
Internship Location:	Merthyr Tydfil. Ground floor office.
Required Attendance:	Flexible
Duration:	10 weeks
Start Date:	Flexible

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Organisation:	THE PERNICIOUS ANAEMIA SOCIETY
Internship Title:	Marketing and Social media (Ref: 261)
The internship:	<p>We have approx 7000 members' worldwide. We would like to find new ways of reaching these people and raising their awareness of support available. We would also like to raise awareness with potential sponsors.</p> <p>We would therefore like an Intern to develop and implement a Marketing and PR campaign to increase awareness of our services.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims, needs and opportunities • Looking at best practice involving social media such as Facebook and Twitter. • Develop and implement a communication strategy
Skills Required:	<ul style="list-style-type: none"> • Knowledge of marketing and communication techniques • Knowledge and experience of Microsoft's Access Database Programme. • Knowledge and experience of Twitter and Facebook.
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to apply marketing and communication techniques • Attend and brief the Management Council Meetings. • Gain experience of presenting at Trustee meetings. • Gain experience of utilising Facebook and Twitter. • Try out new and novel approaches for which you will be credited with.
The Organisation:	<p>The Pernicious Anaemia Society is an international society that has its roots in Wales, UK. We have members from all over the world. The society exists to provide Information, Help and Support to sufferers of Pernicious Anaemia and B12 Deficiency and their families and friends.</p> <p>We have over 7,000 members and we grow by around two every day. We are the only organisation in the world that provides information and support to patients with Pernicious Anaemia and their families and friends.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • We will be able to use the database to target segments of our membership for fundraising and other activities. • We will have more of an understanding of the geo-demographics of our membership. • Raised awareness of our work and organisation
Practical Information	
Internship Location:	Bridgend
Required Attendance:	2 mornings per week
Duration:	3-6 months
Start Date:	a.s.a.p.

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Organisation:	TPAS Cymru
Internship Title:	Marketing & Website Placement (Ref:209)
The Internship:	<p>We are offering a placement for a graduate to develop and implement a marketing strategy for use with our website. The intern will be supported by our Policy and Communications Manager.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Planning of a marketing strategy, • Design of marketing materials, • Identifying and publishing content for the TPAS Cymru website • Writing content for the website • Developing out social media presence • Promotion of the website
Skills Required:	<ul style="list-style-type: none"> • Excellent IT skills • Good communication skills - ability to write creatively and succinctly and put information in an easy to understand format • Able to have a creative input into marketing and publications • Ability to make own decisions and work on own initiative • Have or be working towards a Marketing qualification • Desirable to speak Welsh although not essential • Familiarity with websites and social media
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop marketing skills • Opportunity to practice and demonstrate personal organisation skills, team work, interpersonal skills, judgement and analysis • A raised awareness of the Third Sector and social housing organisations • Opportunity to work in an office environment
The Organisation:	TPAS Cymru has supported social housing tenants and landlords in Wales for over 20 years and has a strong track record in developing effective participation through training, support, practical projects and policy development. Our essential Wales-wide role is to be a resource hub of information and expertise delivering at a range of levels.
How the organisation will benefit:	This placement will make a significant contribution to increasing membership satisfaction, developing new marketing avenues and extending long-term membership relationships.
	Practical Information
Internship Location:	Cardiff City Centre location, standard office environment, 3 rd floor, lift available and onsite cafeteria
Required Attendance:	2-3 days per week
Duration:	10 weeks
Start Date:	Flexible

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Organisation:	The Welsh Youth Forum on Sustainable Development
Internship Title:	PR & Advocacy (Ref:132)
The Internship:	We are looking for an inspirer, a do-er; someone who will roll up their sleeves and get stuck in. We want you to promote the WYFSD, and recruit new members by giving workshops and talks on the WYFSD and a range of issues relating to sustainability. We need you to motivate disempowered young people from a broad demographic to get involved in taking action on Sustainable Development.
Skills Required:	<ul style="list-style-type: none"> • Ability to work in a co-operative way that promotes team work and community spirit • Excellent Communication skills to be applied in a variety of formats and to a diverse range of people • Fluency in spoken/written English and Welsh • Willingness to travel across Wales by public transport • Self motivated, visionary and energetic • Good organisational, administrative and IT skills, including familiarity with Word
How you will benefit:	<ul style="list-style-type: none"> • Delivery and facilitation of projects and workshops. Specifically, this includes outreach to a wide demographic of young people in Wales, visiting young people in schools, colleges universities, youth clubs and within their own communities • Organising and attending meetings of the various WYFSD groups across Wales that already exist, as well as motivating new members to start up their own groups and projects, with the support of local organisations other than WYFSD
The Organisation:	The Welsh Youth Forum on Sustainable Development in as an organisation run by young people for young people. Its aims are youth empowerment, education and action on issues related to sustainable Development (SD). It was created to give young people in Wales a voice, and to enable them to take action, and we need YOUR help in making sure we still fulfil this role in Wales on a large scale.
How the organisation will benefit:	<ul style="list-style-type: none"> • Work closely with the board and support workers • Visit WYFSD regional groups • Produce a regular newsletter • Co-ordinate quarterly reports for the Welsh Government when appropriate • Maintain regular contact with staff and members through Teleconferences, email and face to face meetings
Practical Information	
Internship Location:	Cardiff
Required Attendance:	Flexible
Duration:	4 months
Start Date:	As soon as possible

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Organisation:	Mental Health Matters
Internship Title:	Creative Projects (Ref:214)
The Internship:	<p>If you have a talent and would like to practice/ share we would love you to put together one or more sessions which could be delivered to our client groups.</p> <p>The Internship would involve:</p> <ul style="list-style-type: none"> • Consultation with staff and service users to understand needs and opportunities • Development of promotional material • Development of session content and any supporting material • Delivery of session(s) • Collation of feedback to develop future activities
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Willingness to recognise the value of individuals • A Creative Talent • Enthusiasm and desire to succeed • Ability to work on own initiative and shape sessions to engage client group • Opportunity to trial for wider distribution
How you will benefit:	<ul style="list-style-type: none"> • A great opportunity to develop client driven workshops • Opportunity to showcase personal talent • Gain an understanding of freelance activity in specialist area
The Organisation:	<p>Mental Health Matters Wales works with people who have a mental health related issue, other voluntary organisations and statutory services to promote mental well-being and to ensure there is a comprehensive range of mental health services in Wales.</p> <p>The services we provide include mental health advocacy, tenancy support, wellbeing centres, information, training, lobbying, volunteering, a Services directory for Bridgend and district</p> <p>We aim to offer training sessions, one off courses to entertain, engage and educate our client groups; this can include a whole range of activities such as Photography, healthy lifestyles, beauty care, music workshops and drama workshops.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Improved range of activities on offer • Fresh ideas and enthusiasm • Alternative ways to meet the needs of our clients • Innovation
	Practical Information
Internship Location:	Bridgend
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	As soon as possible

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Organisation:	Special Needs Activity Club (SNAC)
Internship Title:	Child Psychology - Observation project (Ref: 260)
The Internship:	<p>We would like an Intern to observe the behaviours within the groups, and produce an assessment and recommendations report on how we can improve enjoyment for the children and improve the ways in which children and play workers engage with each other</p> <p><u>The internship ship will involve:</u></p> <ul style="list-style-type: none"> • Attending sessions • Observing and supporting to integrate into the group • Producing an assessment and recommendations report.
Skills Required:	<ul style="list-style-type: none"> • Knowledge of child/behavioural psychology • Friendly approachable attitude • Sense of fun • Interest in youth work
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to produce relevant article to support your course • Exposure to children with challenging behaviour and additional needs
The Organisation:	<p>SNAC is a parent-led organisation, providing play and leisure facilities to children and young adults with special needs from all over the South Wales area.</p> <p>Activities are led by qualified and trained playworkers The centre facilities include a multi-sensory room for the therapeutic benefit of children who have sensory disorders such as autism to relax in comfort, a chill-out room, pedal go-kart track, indoor and outdoor play areas</p> <p>SNAC also acts as a support network for parents and families of special needs children</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Improve our ability to work with the children • Fresh ideas and perspective • Enhanced knowledge of contemporary theories for working with children with challenging behaviour.
Practical Information	
Internship Location:	Port Talbot
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Minority Ethnic Women's Network - Swansea
Internship Title:	Older People Support Project (Ref:176)
The Internship:	<p><u>The Internship:</u> We would like an Intern to develop a project which creates a network of volunteers who provide friendship and assistance to older members of the community.</p> <p><u>The internship ship will involve:</u></p> <ul style="list-style-type: none"> • Consulting with staff and target audience to understand their views and needs • Producing a project plan identifying actions required to launch the network including aims, scope, support to be provided • Producing marketing and volunteer recruitment literature • Launch publicity
Skills Required:	<ul style="list-style-type: none"> • Event organisation skills would be useful • Enthusiasm • Excellent interpersonal skills • Excellent personal organisation • Would suit Health and Social Care students
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate organisational ability • Opportunity to gain an understanding of the issues affecting older members of the black and minority ethnic community • Opportunity to demonstrate team work, personal organisation, and using own initiative
The Organisation:	<p>MEWN is an organisation working towards the establishment of a Network of black and ethnic minority women and women's organisations, in the Swansea Bay area.</p> <p><u>Our mission is to remove the barriers to participation in the Welsh community and our objectives include:</u></p> <ul style="list-style-type: none"> • Empowering women from black and ethnic minority communities and enable them to develop their own initiatives and participate fully in mainstream services • Providing a regular drop-in service for black and ethnic minority women • Establish a training unit for black and ethnic minority women that offer courses that will help the women get back into the workforce • <p>We would like to set up a support network for older members of the community to help them participate in the community and enhance their daily lives.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Fresh ideas and new perspective • Integrated community • Increased confidence and improved social life for older members of the community • Raised awareness of our organisation and its aims
Practical Information	
Internship Location:	Cardiff/Swansea
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date	As soon as possible
Other Info:	Male and female applicants welcome.

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Organisation:	Church Army
Internship Title:	Substance Misuse & Ex Offender Development Project (Ref:64)
The Internship:	<p>The placement will involve:</p> <ul style="list-style-type: none"> • Contacting other agencies working in the field • Internet research of extent of substance misuse in Merthyr Tydfil • Investigating other data held on the estate • Contacting police & probation service • Compiling information • Writing a report
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Analytical skills • Engaging with other agencies • Report writing • Interest in our client group
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate • Research and analysis skills • Networking • Report writing • Collaboration with community groups • Raised awareness of Third Sector
The Organisation:	<p>The Church Army Valley Of Hope project works with ex offenders and substance misusers, we provide some accommodation, tenancy support and life skills training.</p> <p>We are considering running our project on the Gelli Deg estate in Merthyr Tydfil, but need to conduct a needs assessment on the estate to see if there is a need for the project.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Evidence that project is needed • Statistics • Report to support funding bid
	Practical Information
Internship Location:	Merthyr Tydfil
Required Attendance:	Flexible
Duration:	2 Months
Start Date:	Flexible

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Organisation:	Wastesavers Charitable Trust
Internship Title:	Support Tutor (Ref: 252)
The internship:	<p>We are looking for a Student or Graduate to assist in the support and guidance of young people attending our 14-18 provision.</p> <p>We are passionate about making a difference to young people in Newport and the surrounding area who come from disadvantaged backgrounds. Individuals who come to us have various needs including behavioural issues and learning needs. Many are unable to engage in mainstream schooling and are at risk of becoming NEET (Not in Education Employment or Training).</p> <p>The Support Tutor will:</p> <ul style="list-style-type: none"> • Provide support to the Skills Tutors in assisting in the supervision of classroom and workshop activities. • Provide 1-2-1 coaching for children aged 14-18 with learning difficulties and behavioural issues with the appropriate guidance. • Help manage behaviour • Dependant on skill - help with workshop activities • Dependant on skills - assist to develop lesson plans and where appropriate, running short learning sessions.
Skills Required:	<ul style="list-style-type: none"> • Effective Communication • Ability to work within a stressful environment • Ability to work with challenging individuals • Ability to work as part of a team • Health and Safety awareness <p>Desirable skills include:</p> <ul style="list-style-type: none"> • Experience of working with people with behavioural issues/ learning needs • Practical skills such as bike maintenance, carpentry, cookery etc • Lesson Planning • Behaviour management • Youth working skills • Teaching/basic skills support <p>All staff and volunteers are required to complete an enhanced CRB Check.</p>
How you will benefit:	<p>This internship will provide the opportunity to develop skills needed to work in a challenging learning support environment. The individual will be able to develop teaching, coaching and learning support skills whilst gaining experience in working within a charitable project which takes an inclusive approach to learning and supporting young people in reaching their goals, whether that is to return to mainstream schooling, enter employment or developing life skills.</p> <p>This is an opportunity to make a real difference to disadvantaged young people who with the right guidance and support could make a valid contribution to society.</p>
The Organisation:	<p>Wastesavers is a third sector recycling group that offers a range of recycling, reuse, education and training services in SE Wales. The 14-18 provision has been running since 2005 and we are now in a position to expand our provision to reach more young people in the local area and really make a difference.</p>
How the organisation will benefit:	<p>We will benefit by being better positioned to provide more 1-2-1 support for individuals and ensure that all individuals are fully engaged in activities. Young people will be able to broaden their experience of working with people from a variety of backgrounds.</p>
Practical Information	
Internship Location:	The classroom and workshops are based in Lliswerry in Newport.
Required Attendance:	The project runs in line with Newport schools timetable. We can be entirely flexible about the time commitment made.
Duration:	The internship would be for a school term.
Start Date:	To be agreed

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For an application form please contact: help@wcva.org.uk

Organisation:	Spice Innovations
Internship Title:	Journalism - Case study development (Ref: 271)
The internship:	<p>Spice work across Wales and England using Time Credit systems as a community engagement tool. Following an exciting period of growth we would like an Intern to develop a portfolio of case studies of our successes to date.</p> <p>The Internship will involve</p> <ul style="list-style-type: none"> • Consulting with colleagues and stakeholders to understand aims and opportunities • Visiting projects to collect stories • Developing a range of stories/articles to cover individuals, projects and events <p>The intern will capture evidence (e.g. Case studies) for use within our internal processes and procedures and for use on the newly launched Spice website.</p> <p>The internship will require some travel in Cardiff and the South Wales Valleys. We will reimburse all pre-agreed travel expenses. The Intern will be supported by the Time Schools Project Manager.</p>
Skills Required:	<ul style="list-style-type: none"> - Good communication and interpersonal skills - Excellent written skills, with the ability to write creatively and succinctly and put information in an easy to understand format - Ability to deal with people in a sensitive and sympathetic manner whilst gaining confidence with them to enable the sharing of their story. - Good IT skills with a working knowledge of Microsoft Office - Ability to make own decisions and work on own initiative
How you will benefit:	<ul style="list-style-type: none"> - Opportunity to practice and develop interview and written skills - Opportunity to practice and demonstrate personal organisation skills, team work, interpersonal skills, judgement and analysis - A raised awareness of the third sector and community development organisations - Opportunity to work with a friendly team and make a substantial contribution to a small, but growing, third sector organisation.
The Organisation:	<p>Spice is a social enterprise that develops agency timebanking systems for communities and public services that engage and empower the many rather than the few.</p> <p>Spice has developed agency time credits as systematic low cost and sustainable methodology for engaging many more people in communities as active participants, volunteers and in 'co-producing' public and community services.</p> <p>Time credits are embedded within public and community sector organisations. The main strand of work is centred on increasing levels of citizen engagement and participation. Agency time credits have also been developed to facilitate collaboration and resource sharing between public service organisations.</p>
How the organisation will benefit:	<p>This placement will make a significant contribution to formalising the internal processes within Spice to enable us to develop sustainable programmes of work within the communities that we work. It will also help raise our online profile with real life case studies.</p>
Practical Information	
Internship Location:	<p>No set office, but they will meet with their Mentor at the Communities First Ely & Caerau Office, Grand Avenue, Ely. The Intern will be required to visit people and groups to carry out the interviews. They can either write at home or hot desk at the Communities First Office.</p>
Required Attendance:	1 day a week
Duration:	3 months
Start Date:	ASAP
Other Info:	For more information or an informal chat on the internship please call Lisa Davies on 07971 925 841

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Organisation:	New Horizons
Internship Title:	Journalism - Collecting stories (Ref: 277)
The Internship:	<p>We would like to develop a selection of case studies to illustrate the stories of people involved with New Horizons as service users or volunteers . We will use the case studies to support funding applications, for use with media organisations and to promote our projects.</p> <p>The internship will involve</p> <ul style="list-style-type: none"> • Consulting colleagues and volunteers to research suitable stories • Visiting projects and activities to research stories • Write copy • Publishing
Skills Required:	<ul style="list-style-type: none"> • Journalism • Interest in research, social sciences or mental health • Excellent written and oral communication skills • Able to use own initiative
How you will benefit:	<ul style="list-style-type: none"> • Valuable experience to add to your CV • Gain experience of journalism • A practical trial for a career choice without the long term commitment of a formal contract
The Organisation:	<p>New Horizons manages a range of resource and outreach centres throughout Rhondda Cynon Taff for people experiencing mental health or emotional wellbeing issue. We promote a positive image of people suffering mental health problems through challenging discrimination through our education, outreach work, information and support services.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Improved ability to reach our target audience • Increased funding • Raised profile in local community • Input of fresh ideas, new perspective
Practical Information	
Internship Location:	Aberdare
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation	Circus Eruption
Internship Title	Monitoring & Evaluation Researcher (Ref:226)
The Internship:	<p>We see enormous benefits for young people in terms of their confidence, self-esteem and empowerment. More and more we are being asked to measure these changes, and this is a challenge. There are a few models already out there for measuring these kind of "soft outcomes", and we trialled some ideas in our "pilot year" this year, but we would like to develop some tools that work specifically for our settings and produce more in-depth results, and that can be shared as a model of good practice within the sector.</p> <p><u>The placement will involve:</u></p> <ul style="list-style-type: none"> • Reviewing our pilot year methods and results • Designing and trying out tools and resources • Gathering data • Putting a report together of what we have learnt
Skills Required:	<p>Ideally some experience of one or the more of the following:</p> <ul style="list-style-type: none"> • research methods • psychology • sociology / social studies / social work • youth work / childhood studies <p>However, this is a fairly unique project and we would be happy to take on someone who had the time and dedication to do the research to get up to speed.</p>
How you will benefit:	<p>This placement will provide opportunities to</p> <ul style="list-style-type: none"> • Experience working in the voluntary sector • Manage a project • Be part of an inspiring and committed team • Practise research methods / monitoring and evaluation tools
The Organisation:	<p>Circus Eruption has been running for 19 years, teaching circus skills to young people aged 11 - 19 with a range of backgrounds and abilities.</p>
How the organisation will benefit:	<p>We are largely dependent on grants for our running costs, and we need data to prove that we are making a difference. This project could make an enormous difference in terms of our viability and likelihood to be considered for grants.</p> <p>It will also put us in a strong position in terms of good practice among voluntary / youth work organisations.</p>
	Practical Information
Internship Location:	Our office in Hafod, Swansea, and occasionally our sessions at Dylan Thomas School Cockett, Swansea.
Required Attendance:	Very flexible
Duration:	October 2011 to July 2012 if possible, although a shorter term commitment would be considered.
Start Date:	ASAP

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Organisation:	TPAS Cymru
Internship Title:	Policy & Research Placement (Ref:210)
The Internship:	<p>We are offering a placement for a graduate as a Policy and Research Officer, to undertake a specific research project for our organisation. The role will be supported by the Policy and Communications Manager.</p> <ul style="list-style-type: none"> • Consulting staff and stakeholders to understand needs and aims of the research • Planning and undertaking research • Publishing research as a report • Contributing to Policy responses to the Welsh Government
Skills Required:	<ul style="list-style-type: none"> • Excellent IT skills • Good communication skills - ability to write clearly and succinctly and put information in an easy to understand format • Ability to manage and undertake a piece of research from design, undertaking the research and a full written research publication • Ability to make own decisions and work on own initiative • Desirable to speak Welsh, but not essential
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate personal organisation skills, team work, interpersonal skills, judgment and analysis • A raised awareness of the Third Sector and social housing organisations • Opportunity to work in an office environment • Opportunity to contribute to policy and understanding of TPAS on a specific area of policy and practice
The Organisation:	<p>TPAS Cymru has supported social housing tenants and landlords in Wales for over 20 years and has a strong track record in developing effective participation through training, support, practical projects and policy development. Our essential Wales-wide role is to be a resource hub of information and expertise delivering at a range of levels.</p>
How the organisation will benefit:	<p>This placement will make a significant contribution to policy and practice understanding within the organisation of a specific topic and the publication of the research</p>
	Practical Information
Internship Location:	Cardiff City Centre location, office environment, 3 rd floor, lift available and onsite cafeteria
Required Attendance:	All week or 2-3 days per week
Duration:	10 weeks
Start Date:	Flexible

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Organisation:	Wales Alliance for Citizen Directed Support
Internship Title:	Researcher- Citizen Directed Support (Ref: 227)
The internship:	<p>There are lots of stories, assumptions and questions about how Citizen Directed Support can develop in Wales. Sometimes it is hard to sort out the Myths from the facts.</p> <p>We would like an intern to work with our membership to create community generated accurate answers to the most common questions asked about Citizen Directed Support in Wales.</p>
Skills Required:	Ability to use email and social networking (training available) and good communication skills
How you will benefit:	This project will help to develop practical skills in community development and social organisation, you will also develop skills in the use of the web and social networking to help people organise themselves.
The Organisation:	<p>The Wales Alliance for Citizen Directed Support is an alliance of a large number of social care organisations, citizens and community groups from across Wales who are all committed to making</p> <ul style="list-style-type: none"> • good quality personal support offering choice and control • and communities where people feel like they belong and make a contribution <p>.... the norm for us all when we need support.</p>
How the organisation will benefit:	<p>This will help our membership to build greater consensus and confidence in person centred social care in Wales.</p> <p>This will also help us to shape and influence national policy in Wales.</p>
Practical Information	
Internship Location:	South Wales, could be home based
Required Attendance:	Negotiable
Duration:	6 months for (1 day per week estimated)
Start Date:	ASAP
Other Info:	Travel expenses will be paid, a range of equipment can be supplied

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For an application form please contact: help@wcva.org.uk

Organisation	Cwmclydach- Communities First
Internship Title	Research - Climate change & Carbon Footprint (Ref: 248)
The Internship	<p>We are part of a UK wide high profile initiative to support communities in reducing their carbon footprint.</p> <p>There is an opportunity for an Intern to support an already successful project through researching further ways we can support our community in reducing their carbon footprint .</p> <p>The internship will involve</p> <ul style="list-style-type: none"> - Consulting with colleagues and other members of an established network to understand aims and ideas and current projects - Researching best practice and innovation in this area - Identifying new tools and techniques - Recommendations report <p>This is a fascinating project for someone with passion for the climate and will be supported by a highly committed team.</p>
Skills required	<ul style="list-style-type: none"> • Knowledge and a passion for of climate change issues • Research skills • Excellent written communication skills • Ability to work on initiative
How you will benefit	<ul style="list-style-type: none"> • Opportunity to work on an influential and developing project • Making links within voluntary sector, especially in connection to climate change • Opportunity to practice skills in research, communication, personal organisation • Practicing tailoring information to a target audience
The organisation	<p>Communities First is the Welsh Government's flagship programme to improve the living conditions and prospects of people in the most disadvantaged communities across Wales. The vision for Communities First in its next stage has been summarised as a programme which wiatl mobilise and enable local people to contribute to the regeneration of their communities in practical ways.</p> <p>Read more about our Micro Hydro Turbine project at: www.cwmclydach.org</p>
How the organisation will benefit	<ul style="list-style-type: none"> • Increased insight from a fresh perspective • Opportunity to influence and share best practice across the UK • Improved community life and reduced carbon footprint/lower expenditure for member our community
Practical Information	
Internship Location	Cwmclydach, Tonypanyd
Required attendance	Flexible
Duration	3 months
Start date	As soon as possible

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For an application form please contact: help@wcva.org.uk

Organisation:	Gwalia Care & Support
Internship Title:	Research Information System (Ref:242)
The internship:	<p>To enable us to better meet the needs of the clients we support, we would like an Intern to help improve the way we manage our research information. The internship will involve:</p> <ul style="list-style-type: none"> • A basic review of the literature to identify existing approaches • Collating the views of staff members on a preferred approach • Creating a central comprehensive information system to support our operational needs • Developing guidance to circulate to staff members • Producing a report recommending processes to accompany the new system
Skills Required:	<ul style="list-style-type: none"> • Experience of research and evaluation at undergraduate or graduate level • Good IT skills • Good organisational skills - planning, managing and monitoring own workload • Ability to work independently and use own initiative • Some experience of compiling an accessible report for wider readership
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Opportunity to develop an information system solution based on consultation with customers • Opportunity to practice and demonstrate teamwork, communication, time management and interpersonal skills • Opportunity to demonstrate an ability to work under minimum supervision • Delivery of a project within agreed timescales • Increased understanding of the voluntary sector • Tailored report writing for target audience with practical use
The Organisation:	<p>Gwalia Care & Support is a registered charitable housing association providing care and support to disadvantaged people across south and mid Wales. We aim to empower our clients to maximise their independence and community involvement through person-centred tenancy support. Currently Gwalia Care & Support has over 660 staff members providing a service to over 1700 clients presenting a range of needs, including: learning disabilities, physical disabilities, mental health, frail and older persons, offenders, families, young people, homelessness and substance misuse. At present we operate within 16 of the 22 local authorities across Wales.</p>
How the organisation will benefit:	<p>The organisation will benefit from the completion of a valuable piece of work that will help improve the way in which we work. Specifically, a central research information resource will increase staff efficiency and productivity by reducing labour efforts.</p>
Practical Information	
Internship Location:	Office location Swansea City Centre
Required Attendance:	1-2 days per week
Duration:	1-2 months
Start Date:	As soon as possible

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Organisation:	Gwalia Care & Support
Internship Title:	Research Officer (Ref:241)
The internship:	<p>We are at the planning stage of a research study that will explore whether stakeholders' expectations have been met in two of Gwalia Care & Support's new older person services. Part of the research study will comprise of an investigation into what older people perceive as quality care and support through an approach of impact assessment. We would like an Intern to be involved to provide a sound basis for this part of the research study to enhance the quality of the project outcomes.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Attending a selection of our older person services to provide a context for the Internship • Conducting a comprehensive review of the approaches to impact assessment • Producing a summary report of the findings, suggesting a number of models for the research study to consider
Skills Required:	<ul style="list-style-type: none"> • Some experience of research and evaluation at undergraduate or graduate level • Some experience of compiling an accessible report for wider readership • Good organisational skills - planning, managing and monitoring own workload • Good IT skills • Ability to work independently and use own initiative • Driving licence preferred, although not essential
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Opportunity to practice and demonstrate teamwork, communication, time management and interpersonal skills • Opportunity to demonstrate an ability to work under minimum supervision • Delivery of a project within agreed timescales • Increased understanding of the voluntary sector • Tailored report writing for target audience with practical use
The Organisation:	<p>Gwalia Care & Support is a registered charitable housing association providing care and support to disadvantaged people across south and mid Wales. They aim to empower their clients to maximise their independence and community involvement through person-centred tenancy support. Currently Gwalia Care & Support has over 550 staff members providing a service to over 1600 clients presenting a range of needs, including: learning disabilities, physical disabilities, mental health, frail and older persons, offenders, families, young people, homelessness and substance misuse. At present they operate within 15 of the 22 local authorities across Wales.</p>
How the organisation will benefit:	<p>The organisation will benefit from the completion of a valuable piece of research used to help shape future service provision for older people. Other anticipated changes include improved reputation and increased income, owing to the delivery of a service that truly reflects the needs of older people in Wales.</p>
Practical Information	
Internship Location:	Office location Swansea City Centre
Required Attendance:	Minimum 2 days a week
Duration:	1-2 months
Start Date:	As soon as possible

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Organisation	Neath Communities First
Internship Title	Research- Organisational Merger (Ref: 244)
The Internship	<p>Communities First partnerships will shortly be undertaking an organisational restructure to better support the communities in which they operate.</p> <p>We would therefore like an Intern to assist in undertaking an assessment of the potential strengths, weaknesses, opportunities and threats involved in the reorganisation, and where appropriate make recommendations of how the risks can be mitigated and opportunities realised .</p> <p>The internship will involve</p> <ul style="list-style-type: none"> • Consultation with colleagues and stakeholders to gather information. • Review supporting organisational documents • Pay particular attention to staffing, services, governance and practices • Produce findings report
Skills required	<ul style="list-style-type: none"> • Knowledge of organisational and business risk management • Ability to work on own initiative • Enthusiasm • Excellent communication skills
How you will benefit	<ul style="list-style-type: none"> • Opportunity to practice Business and organisational management skills • Practice and develop personal organisation, communication & interpersonal skills, time management, report writing for public use • Access to training • Opportunity to develop a contact network within the area of community regeneration
The Organisation	<p>Communities First is a programme aimed at developing selected communities in Wales so that these areas become more prosperous and provide more opportunities for those living in and around these communities.</p> <p>The programme has been designed so that the communities themselves decide what they need and would like to see in their areas. Communities First is a long-term programme (10 years) to encourage projects and changes that will be sustainable for the future.</p>
How the organisation will benefit	<ul style="list-style-type: none"> • Increased community involvement • Efficient and effective restructure benefiting the community • Increased awareness of the organisation and the support it provides • Input from an outside perspective
Practical Information	
Internship Location	Neath
Required attendance	Flexible
Duration	2-3 months
Start date	As soon as possible

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Organisation:	Business in the Community Wales
Internship Title:	Research - members survey (Ref: 269)
The internship:	<p>We would like an intern to design, deliver and manage a survey of our Welsh member companies,(including indigenous Welsh companies and larger corporate with operational presence in Wales).</p> <p>You will report to Deputy Director, Business Development and consult with key members of BITC Wales to construct a survey that enables us to have a clearer understand of how BITC Wales might support its members to be responsible including:</p> <ul style="list-style-type: none"> - Account management services - Brokerage of volunteering opportunities - Training provision
Skills Required:	<ul style="list-style-type: none"> • Strong communication skills, both verbal and written • Organisational skills • Research • Analytical thinking • Ability to make own decisions and work on own initiative
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop research skills • Opportunity to practice and demonstrate organisational skills, communication skills, analytical skills and interpretation of varied information.
The Organisation:	<p>Business in the Community is a membership organisation and charity that stands for responsible business practice. Our president is the Prince of Wales, and we inspire, engage, support and challenge our member companies to improve their positive impact on society.</p> <p>We have over 850 members across the UK, including 80% of the FTSE 100 and in Wales we work with over 100 companies ranging from indigenous SMEs to large corporations with an operational presence in Wales. Our members recognize the relationship between their company's values and responsible business practice and the role this plays in creating wealth, building trust and addressing social need.</p> <p>What is Responsible Business Practice (RBP)? Responsible business is achieving commercial success in ways that honor ethical values and respect people, communities and the natural environment. Responsible businesses manage their internal processes to ensure a positive impact on both the business and society.</p>
How the organisation will benefit:	This placement will make a significant contribution to our member services. It will enable us to tailor our services to meet the needs of Welsh businesses who are seeking to improve their responsible business practices.
Practical Information	
Internship Location:	2 nd Floor, Riverside House, 31 Cathedral Road, Cardiff CF11 9HB
Required Attendance:	As needed - minimum 1 day per week
Duration:	2 months
Start Date:	14 th November 2011

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Organisation:	Minority Ethnic Women's Network
Internship Title:	Research - People With Disabilities (Ref:174)
The Internship:	<p>We would like an intern to build a portfolio of case studies and information about the experiences of BME people with disabilities in the Swansea area.</p> <p>The internship will involve:</p> <ul style="list-style-type: none"> • Consulting with staff and targeting audiences to understand their views and issues • Consulting with established contacts who work with our target groups • Produce a portfolio of case studies to highlight the experiences of our target group • Produce a report and recommendations on priority issues and information required by the target groups
Skills Required:	<ul style="list-style-type: none"> • Excellent interpersonal skills • Report writing • Good standard of written communication skills
How you will benefit:	<ul style="list-style-type: none"> • Report writing on key social issues • Opportunity to gain an understanding of the issues affecting black and minority ethnic people in the local community • Opportunity to demonstrate team work, personal organisation, and using your own initiative
The Organisation:	<p>MEWN is an organisation working towards the establishment of a Network of black and ethnic minority women and women's organisations, in the Swansea Bay area.</p> <p>Our mission is to remove the barriers to participation in the Welsh community and our objectives include:</p> <ul style="list-style-type: none"> • Empowering women from black and ethnic minority communities and enable them to develop their own initiatives and participate fully in mainstream services • Providing a regular drop-in service for black and ethnic minority women • Establish a training unit for black and ethnic minority women that offer courses that will help the women get back into the workforce <p>We would like to have a greater understanding of the needs and issues affecting BME people with disabilities to enable us to provide advice and guidance, particularly relating to health and benefits.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Fresh ideas and new perspective • Increased understanding of issues affecting our community and its members • Enhanced ability to gain funding • Improved ability to meet the needs of the local community
Practical Information	
Internship Location:	Swansea
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible
Other Info:	Male and female applicants welcome.

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For an application form please contact: help@wcva.org.uk

Organisation:	Minority Ethnic Women's Network
Internship Title:	Research - Young People (Ref:177)
Skills Required:	<ul style="list-style-type: none"> • Excellent interpersonal skills • Report writing • Good standard of written communication skills
How you will benefit:	<ul style="list-style-type: none"> • Report writing on key social issues • Opportunity to gain an understanding of the issues affecting young black and minority ethnic people in the local community • Opportunity to demonstrate team work, personal organisation, and using your own initiative
The Organisation:	<p>MEWN is an organisation working towards the establishment of a Network of black and ethnic minority women and women's organisations, in the Swansea Bay area.</p> <p><u>Our mission is to remove the barriers to participation in the Welsh community and our objectives include:</u></p> <ul style="list-style-type: none"> • Empowering women from black and ethnic minority communities and enable them to develop their own initiatives and participate fully in mainstream services • Providing a regular drop-in service for black and ethnic minority women. • Establish a training unit for black and ethnic minority women that offer courses that will help the women get back into the workforce • We would like to have a greater understanding of the needs and issues affecting young BME people within the Swansea community
How the organisation will benefit:	<ul style="list-style-type: none"> • Fresh ideas and new perspective • Increased understanding of issues affecting our community and its members • Enhanced ability to gain funding • Improved ability to meet the needs of the local community
Practical Information	
Internship Location:	Swansea
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible
Other Info:	Male and female applicants welcome

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Organisation:	Menter Bro Dinefwr
Internship Title:	Business Enterprise Planning (Ref:133)
The Internship:	<p><u>The internship would involve:</u></p> <ul style="list-style-type: none"> • Reviewing existing business plan and supporting information • Developing a business implementation plan • Developing and launching a funding strategy
Skills Required:	<ul style="list-style-type: none"> • Knowledge of business planning • Ability to work independently and use own initiative • Ability to present information clearly in writing • Excellent communication skills • Ability to speak Welsh essential
How will you benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate analysis and business planning skills • Report writing for commercial use • Gain an understanding of social enterprises • Gain insight into business operation within the Third Sector
The Organisation:	<p>The aim of Menter Bro Dinefwr is to support the development of the Welsh language and contribute towards community and economic regeneration to create sustainable, naturally bilingual and prosperous communities. <u>Some of the ways we achieve this is by:</u></p> <ul style="list-style-type: none"> • Providing services and support to organisations, businesses and individuals and supporting the local economy by pioneering and investing in our communities • Providing additional social opportunities and contributing towards creating a better place to live • Developing and building capacity through education and training and empowering communities and individuals alike • Working with children and young people ensuring them a good start in life and help them develop into wholesome citizens <p>We have potential business enterprise opportunities relating to a new community centre and a community transport service. We have undertaken some business planning and would like to develop a business implementation plans.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Understand the action required to make the plan a reality • A new perspective, new input to enhance the project • A Robust implementation plan will improve the project success and ability to meet the organisational aims
Practical Information	
Internship Location:	We have offices in Llandeilo, Ammanford, and Camarthen
Required Attendance:	1-2 days per week
Duration:	2 months
Start Date:	As soon as possible

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Mudiad	Menter Bro Dinefwr
Teitl Interniaeth	Cynllunio Menter Busnes (Ref: 133)
Cefndir a Chynnwys	<p>Nod Menter Bro Dinefwr yw cefnogi datblygiad yr Iaith Gymraeg a chyfrannu at adfywio cymunedol ac economaidd i greu cymunedau cynaliadwy, llewyrchus sy'n naturiol ddwyieithog. Dyma rai o'r ffyrdd rydym yn cyflawni hyn</p> <ul style="list-style-type: none"> • darparu gwasanaethau a chymorth i fudiadau, busnesau ac unigolion, cefnogi'r economi leol drwy arloesi a buddsoddi yn ein cymunedau. • darparu cyfleoedd cymdeithasol ychwanegol a chyfrannu at greu lle gwell i fyw. • datblygu a meithrin gallu drwy addysg a hyfforddiant, grymuso cymunedau ac unigolion fel ei gilydd. • gweithio gyda phlant a phobl ifanc gan sicrhau eu bod yn cael dechrau da mewn bywyd a'u helpu i ddatblygu i fod yn ddinasyddion cyflawn. <p>Mae gennym gyfleoedd mentrau busnes posibl yn ymwneud â chanolfan gymunedol newydd a gwasanaeth trafnidiaeth gymunedol. Rydym wedi gwneud rhywfaint o waith cynllunio busnes a hoffem ddatblygu cynlluniau gweithredu busnes. Byddai'r interniaeth yn cynnwys y canlynol</p> <ul style="list-style-type: none"> • Adolygu'r cynllun busnes presennol a gwybodaeth ategol • Datblygu cynllun gweithredu busnes • Datblygu a lansio strategaeth gyllid
Sut fydd y mudiad yn elwa	<ul style="list-style-type: none"> • Deall y camau gweithredu sydd eu hangen i wireddu'r cynllun • Safbwynt newydd, mewnbyn newydd i wella'r prosiect • Bydd cynllun gweithredu cadarn yn cynyddu llwyddiant y cynllun a'i allu i gyrraedd nodau'r mudiad
Sut fyddwch chi'n elwa	<ul style="list-style-type: none"> • Y cyfle i ymarfer a dangos sgiliau dadansoddi a chynllunio busnes • Ysgrifennu adroddiadau at ddefnydd masnachol • Meithrin dealltwriaeth o fentrau cymdeithasol • Cael cipolwg ar weithredu busnes yn y Trydydd Sector
Sgiliau gofynnol	<ul style="list-style-type: none"> • Gwybodaeth o Gynllunio Busnes • Y gallu i weithio yn annibynnol ar eich liwt eich hun • Y gallu i gyflwyno gwybodaeth ysgrifenedig yn glir • Sgiliau cyfathrebu gwyb • Mae'r gallu i siarad Cymraeg yn hanfodol
	Gwybodaeth Ymarferol
Lleoliad yr Interniaeth	Mae gennym swyddfeydd yn Llandeilo, Rhydaman, a Chaerfyrddin
Presenoldeb gofynnol	1-2 diwrnod yr wythnos
Cyfnod	2 fis
Dyddiad dechrau	Cyn gynted â phosibl

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Organisation:	Dyslexia Cymru
Internship Title:	Corporate Development Project (Ref:47)
The Internship:	<p>The internship will include some of the following:</p> <ul style="list-style-type: none"> • Design a Corporate donor program • Design of a publicity plan • Writing of an appropriate letter to prospective organisations • Develop an online survey to ascertain how much businesses know about dyslexia.
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Ability to communicate in Welsh an advantage, but not essential • I T proficiency • Some understanding of social networking
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop Interpersonal skills, analysis, personal organisation, and Persuasion!! • Liaising with companies across Wales and networking • Opportunity to demonstrate marketing and publicity skills
The Organisation:	<p>Dyslecsia Cymru -Wales Dyslexia was set up 9 years ago to offer advice to dyslexic individuals, parents, professionals, employers and employees and those individuals at risk of being dyslexic in Wales. We provide our services bilingually, as well as addressing the needs of the dyslexic whether he/she has difficulties in either Welsh or English.</p> <p>We need to find an alternative source of funding—not just to meet revenue/running costs, but also for specific projects we wish to develop. E.g. Welsh Screening Test for primary schools, a new Reading and Spelling scheme for both Primary schools and for Secondary schools for pupils who are disengaged from reading and may be “Not in Education, Employment or Training”.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Generate a new source of potential income, trying to counteract the effect of the recession on the Third Sector organisations—who are finding it very difficult to secure funding from trusts and other organisations • Raising awareness amongst employers of how they may have dyslexic employees, and the service /support we can give to both employer and employee, getting their point of view over • Raising awareness of Understanding about how the undertaking of reasonable adjustments in the workplace can help employer and employee
Practical Information	
Internship Location:	Mainly home based, but with attendance for one day (or part of a day) at our Cardigan or Carmarthen Advice and Resource Centre.
Required Attendance:	Flexible
Duration:	2-3 months
Start Date:	Flexible

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Organisation:	Welsh Initiative for Support Employment
Internship Title:	Legal & Governance Review Project (Ref:93)
The Internship:	<p>The internship will involve:</p> <ul style="list-style-type: none"> • Reviewing membership procedures and recommending changes as appropriate • Reviewing Memorandum and Articles and recommending changes as appropriate • Reviewing governance procedures and recommending changes as appropriate
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Interest in and understanding of legal issues • Familiarity with social enterprises • Knowledge of Trustees and senior management responsibilities
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop legal and administrative skills • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis • A raised awareness and knowledge of Third Sector • A deeper understanding of how the legal system relates to Charities and social enterprises
The Organisation:	<p>WISE was established in 1985. The aim of the organisation was to support people with learning disabilities to gain vocational skills and to assist clients in finding employment. WISE also supported their clients within the work environment and provided job training.</p> <p>The organisation is a Registered Charity and a Company limited by guarantee.</p> <p>The organisation was established some time ago, and due to changes in personnel and our desire to establish a social enterprise linked to the charity, we believe now is an appropriate time to comprehensively review our legal status and entity.</p>
How the organisation will benefit;	<p>Trustees and senior staff believe that the constitution and other legal procedures are out of date and require updating in order for WISE to run more effectively and efficiently.</p> <p>In addition, we are currently looking to set up a social enterprise which will be linked to the charity. In order for the set up to be accurate and modern in its approach, reviews of the current procedures are required.</p>
Practical Information	
Internship Location:	WISE offices based at Swansea.
Required Attendance:	Flexible
Duration:	2 months working 2 - 3 days per week.
Start Date:	As soon as possible

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Organisation:	Menter Bro Dinefwr
Internship Title:	Database Development (Ref:134)
The Internship:	<p>To enable us to better meet the needs of the communities we serve. We would like to improve our use of systems, IT and data.</p> <p>We would like an Intern to:</p> <ul style="list-style-type: none"> • Review how we hold and use our data • Develop a database to support our operational model • Produce a recommendations report for other low cost improvements
Skills Required:	<ul style="list-style-type: none"> • Knowledge of database design and operational IT • Ability to work independently and use own initiative • Ability to speak Welsh essential
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate personal organisation, teamwork, interpersonal skills, judgement and analysis • Opportunity to develop an IT solution based on consultation with customers • A raised awareness and knowledge of Third Sector
The Organisation:	<p>The aim of Menter Bro Dinefwr is to support the development of the Welsh Language and contribute towards community and economic regeneration to create sustainable, naturally bilingual and prosperous communities. <u>Some of the ways we achieve this is by:</u></p> <ul style="list-style-type: none"> • Providing services and support to organisations, businesses and individuals, supporting the local economy by pioneering and investing in our communities • Providing additional social opportunities and contribute towards creating a better place to live • Developing and building capacity through education and training, empowering communities and individuals alike • Working with children and young people ensuring them a good start in life and help them develop into wholesome citizens.
How the organisation will benefit:	<ul style="list-style-type: none"> • A comprehensive information system would make us more effective in providing services to our communities • Fresh ideas • Improved value for money for our funders • Increased ability to concentrate on service delivery
	Practical Information
Internship Location:	We have offices in Llandeilo, Ammanford, and Camarthen
Required Attendance:	1-2 days per week
Duration:	2 months
Start Date:	As soon as possible

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Mudiad	Menter Bro Dinefwr
Teitl Interniaeth	Datblygu Cronfa Ddata (Ref:134)
Cefndir a Chynnwys	<p>Nod Menter Bro Dinefwr yw cefnogi datblygiad yr Iaith Gymraeg a chyfrannu at adfywio cymunedol ac economaidd i greu cymunedau cynaliadwy, llewyrchus sy'n naturiol ddwyieithog. Dyma rai o'r ffyrdd rydym yn cyflawni hyn</p> <ul style="list-style-type: none"> • darparu gwasanaethau a chymorth i fudiadau, busnesau ac unigolion, cefnogi'r economi leol drwy arloesi a buddsoddi yn ein cymunedau. • darparu cyfleoedd cymdeithasol ychwanegol a chyfrannu at greu lle gwell i fyw. • datblygu a meithrin gallu drwy addysg a hyfforddiant, grymuso cymunedau ac unigolion fel ei gilydd. • gweithio gyda phlant a phobl ifanc gan sicrhau eu bod yn cael dechrau da mewn bywyd a'u helpu i ddatblygu i fod yn ddinasyddion cyflawn. <p>I'n galluogi i ddiwallu anghenion y cymunedau rydym yn eu gwasanaethau yn well hoffem wella ein defnydd o systemau, TG a data. Hoffem felly gael Intern er mwyn</p> <ul style="list-style-type: none"> • Adolygu sut rydym yn cadw a defnyddio ein data • Datblygu cronfa ddata i gefnogi ein model gweithredu • Creu adroddiad o argymhellion ar gyfer gwelliannau cost isel eraill
Sut fydd y mudiad yn elwa	<ul style="list-style-type: none"> • Byddai system gwybodaeth gynhwysfawr yn ein gwneud yn fwy effeithiol wrth ddarparu gwasanaethau i'n cymunedau • Syniadau newydd • Gwell gwerth am arian ar gyfer ein harianwyr • Gallu cynyddol i ganolbwyntio ar ddarparu gwasanaethau
Sut fyddwch chi'n elwa	<ul style="list-style-type: none"> • Y cyfle i ymarfer a dangos trefniadaeth bersonol, gwaith tîm, sgiliau rhyngbersonol, beirniadaeth a dadansoddi • Y cyfle i ddatblygu ateb TG yn seiliedig ar ymgynghoriad gyda chwsmeriaid • Mwy o ymwybyddiaeth a gwybodaeth am y trydydd sector
Sgiliau gofynnol	<ul style="list-style-type: none"> • Gwybodaeth am ddylunio cronfa data a TG gweithredol • Y gallu o weithio'n annibynnol ar eich liwt eich hun • Mae'r gallu i siarad Cymraeg yn hanfodol
	Gwybodaeth Ymarferol
Lleoliad yr Interniaeth	Mae gennym swyddfeydd yn Llandeilo, Rhydaman, a Chaerfyrddin
Presenoldeb gofynnol	1-2 diwrnod yr wythnos
Cyfnod	2 fis
Dyddiad dechrau	Cyn gynted â phosibl

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Organisation:	Menter Aberteifi
Internship Title:	Young People Engagement Project (Ref:170)
The Internship:	<p>We would like to broaden our appeal to the young people within our community.</p> <p><u>We would like an intern to :</u></p> <ul style="list-style-type: none"> • Develop a project to gather information from the young people of the surrounding areas to understand their needs, wants and the opportunities possible from the Guildhall • Document the findings • Involve young people in the decision process to prioritise the recommendations • Draft an action plan of potential activities and how they can be implemented
Skills Required:	<ul style="list-style-type: none"> • Excellent written and oral communication skills • An interest in community development • Welsh speaking desirable, but not essential • Enthusiasm and positive attitude
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to join a successful regeneration project • Opportunity to work with young people • Gain an understanding of the needs of young people in rural Wales • Opportunity to practice communication, personal organisation, report writing, consultation skills
The Organisation:	<p>Menter Aberteifi is a community organisation based in the Cardigan area set up to promote and implement the successful regeneration of Cardigan Town for the benefit of the community.</p> <p>Through the use of our beautifully restored town centre Guildhall, we aim to make people feel attached to their community by offering facilities for social activities, arts & well being and exercise classes etc. Any activity which brings the community together, we work continuously to improve the facilities, the content of events, broaden appeal and raise income.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Better understanding of the needs of young people in the community • Increased participation in events and activities • A younger perspective, use of the right language to engage young people • Fresh ideas
Practical Information	
Internship Location:	Cardigan
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Menter Bro Dinefwr
Internship Title:	Marketing & Promotions (Ref:135)
The Internship:	<p>We would like an intern to develop and implement a marketing and communication plan to:</p> <ul style="list-style-type: none"> • Produce press releases to promote our work and activities • Raise awareness and inspire participation and new activities • Find ways to publicise and celebrate our successes <p>The Internship would involve:</p> <ul style="list-style-type: none"> • Gaining an understanding of our work and it's achievements • Developing a communication strategy to support our work • Liaising with communities, businesses and other organisations to understand how best to communicate with them • Implementing the plan
Skills Required:	<ul style="list-style-type: none"> • Good communication skills • Interest in Marketing and Promotion • Ability to network • Project planning (Development of a marketing plan) • Ability to speak Welsh essential
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and develop marketing & promotional skills • Opportunity to demonstrate creative thinking, team work, personal organisation, decision making and ability to work on own initiative • Raised awareness and knowledge of Third Sector •
The Organisation:	<p>The aim of Menter Bro Dinefwr is to support the development of the Welsh Language and contribute towards community and economic regeneration to create sustainable, naturally bilingual and prosperous communities. <u>Some of the ways we achieve this is by:</u></p> <ul style="list-style-type: none"> • Providing services and support to organisations, businesses and individuals, supporting the local economy by pioneering and investing in our communities • Providing additional social opportunities and contribute towards creating a better place to live • Developing and building capacity through education and training, empowering communities and individuals alike • Working with children and young people ensuring them a good start in life and help them develop into wholesome citizens
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased awareness of organisation, it's aim and achievements • Input of new ideas • Improved community involvement • Increased support from businesses • Contributing to making the communities a better place to live
	Practical Information
Internship Location:	We have offices in Llandeilo, Ammanford, and Camarthen
Required Attendance:	1-2 days per week
Duration:	2 months
Start Date:	As soon as possible

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Mudiad	Menter Bro Dinefwr
Teitl Interniaeth	Marchnata a Hyrwyddo (Ref:135)
Cefndir a Chynnwys	<p>Nod Menter Bro Dinefwr yw cefnogi datblygiad yr Iaith Gymraeg a chyfrannu at adfywio cymunedol ac economaidd i greu cymunedau cynaliadwy, llewyrchus sy'n naturiol ddwyieithog. Dyma rai o'r ffyrdd rydym yn cyflawni hyn</p> <ul style="list-style-type: none"> • darparu gwasanaethau a chymorth i fudiadau, busnesau ac unigolion, cefnogi'r economi leol drwy arloesi a buddsoddi yn ein cymunedau. • darparu cyfleoedd cymdeithasol ychwanegol a chyfrannu at greu lle gwell i fyw. • datblygu a meithrin gallu drwy addysg a hyfforddiant, grymuso cymunedau ac unigolion fel ei gilydd. • gweithio gyda phlant a phobl ifanc gan sicrhau eu bod yn cael dechrau da mewn bywyd a'u helpu i ddatblygu i fod yn ddinasyddion cyflawn. <p>Er mwyn cyflawni ein nodau rydym am godi ymwybyddiaeth ymysg y bobl, cymunedau a'r busnesau rydym yn eu gwasanaethu.</p> <p>Byddem felly'n hoffi intern i ddatblygu a gweithredu cynllun marchnata a chyfathrebu er mwyn</p> <ul style="list-style-type: none"> • Creu datganiadau i'r wasg i hyrwyddo ein gwaith a'n gweithgareddau • Codi ymwybyddiaeth ac ysbrydoli cyfranogiad a gweithgareddau newydd • Dod o hyd i ffyrdd o gyhoeddi a dathlu ein llwyddiannau <p>Byddai'r Interniaeth yn cynnwys</p> <ul style="list-style-type: none"> • Meithrin dealltwriaeth o'n gwaith a'i gyflawniadau • Datblygu strategaeth gyfathrebu i gefnogi ein gwaith • Cysylltu â chymunedau, busnesau a mudiadau eraill i ddeall y ffyrdd gorau o gyfathrebu â hwy • Gweithredu'r cynllun
Sut fydd y mudiad yn elwa	<ul style="list-style-type: none"> • Mwy ymwybodol o'r mudiad, ei nod a'i gyflawniadau • Mewnbyn o syniadau newydd • Cynnwys y gymuned yn well • Mwy o gefnogaeth gan fusnesau • Cyfrannu at wneud y cymunedau yn lleoedd gwell i fyw
Sut fyddwch chi'n elwa	<ul style="list-style-type: none"> • Y cyfle i ymarfer a datblygu sgiliau Marchnata a Hyrwyddo • Y cyfle i ddangos meddwl yn greadigol, gwaith tîm, trefniadaeth bersonol, gwneud penderfyniadau, a'r gallu i weithio ar eich liwt eich hun, • Ymwybyddiaeth a gwybodaeth gynyddol am y trydydd sector
Sgiliau gofynnol	<ul style="list-style-type: none"> • Sgiliau cyfathrebu da • Diddordeb mewn Marchnata a Hyrwyddo • Y gallu i rwydweithio • Cynllunio prosiect (Datblygu cynllun marchnata) • Mae'r gallu i siarad Cymraeg yn hanfodol
Gwybodaeth Ymarferol	
Lleoliad yr Interniaeth	Mae gennym swyddfeydd yn Llandeilo, Rhydaman, a Chaerfyrddin
Presenoldeb gofynnol	1-2 diwrnod yr wythnos
Cyfnod	2 fis
Dyddiad dechrau	Cyn gynted â phosibl

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Organisation:	Menter Aberteifi
Internship Title:	Research - Social History (Ref:171)
The Internship:	<p>One of our greatest successes has been the restoration of the Guildhall. We would like to celebrate this success by staging an exhibition, which tells the social history of the Guildhall.</p> <p>We would like an Intern to:</p> <ul style="list-style-type: none"> • Establish contact with contributors including • Aberystwyth University • Local historian • Local newspaper archives • Collate materials and objects for the exhibition • Plan the 'story' of the exhibition • Draft action plan for staging the exhibition <p>This could be a considerable project and may suit development as a dissertation.</p>
Skills Required:	<ul style="list-style-type: none"> • Research skills • Interest in social and local history • An interest in community development • Welsh speaking desirable, but not essential • Good personal organisation, analysis, clear communicator
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate research skills • Networking with the heritage arena • Opportunity to join a successful regeneration project
The Organisation:	<p>Menter Aberteifi is a community organisation based in the Cardigan area set up to promote and implement the successful regeneration of Cardigan Town for the benefit of the community.</p> <p>Through the use of our beautifully restored town centre Guildhall, we aim to make people feel attached to their community by offering facilities for social activities, arts & well being and exercise classes etc. Any activity which brings the community together, we work continuously to improve the facilities, the content of events, broaden appeal and raise income.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Raised awareness of a community asset and increased appreciation • Increased attachment to the Guildhall and it's place at the centre of the community • Fresh ideas • Capture a new client group interested in local and social history
Practical Information	
Internship Location:	Cardigan, with some travel to Aberystwyth
Required Attendance:	1 day per week
Duration:	2-3 months or more
Start Date:	As soon as possible

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Organisation:	Carmarthen Womens Aid
Internship Title:	Educational Accreditation Framework (Ref:202)
The Internship:	<p><u>We would like an intern to:</u></p> <ul style="list-style-type: none"> • Consult with our staff and service users to gain an understanding of our work, experience and knowledge requirements • Research accreditation options available e.g. Open College Network • Outline modules <p><u>Dependent upon time available, further involvement would be to:</u></p> <ul style="list-style-type: none"> • Write the module detail • Gain approval for the accreditation • Establish methodology for application
Skills Required:	<ul style="list-style-type: none"> • Understanding of the principles of accreditation principles and methodology • A structured approach • Excellent written and oral communication skills • Ability to work on own initiative
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to practice and demonstrate knowledge and application of the educational and learning processes • Opportunity to practice and demonstrate personal organisation, decision making, ability to work on own initiative. Communication skills • Opportunity to gain an understanding of education and training in the Third Sector
The Organisation:	<p>Women's Aid in Carmarthenshire provides 24 hour information, support and refuge for women and children experiencing domestic abuse/violence. We provide support in a variety of ways including counselling, advice on how to stay in the family home, training, support for children, and a safe place to stay.</p> <p>We are a highly committed and energetic organisation, we aim to constantly improve the services we provide and how we provide them.</p> <p>We would like to enhance the development of our staff and volunteers by offering a relevant and useful qualification to recognise the knowledge and experience they gain whilst working with us.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • More effective and motivated employees • Increased competency in how we deliver our services • Improved employee retention and therefore more effective use of financial resource • A formalised training tool which can possibly be shared with similar organisations
Practical Information	
Internship Location:	Office based/home based Carmarthen
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	As soon as possible

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Organisation:	Waterfront Gallery - Milford Haven
Internship Title:	Artist Collaborations - Exhibition Co-Ordination Project (Ref:156)
The Internship:	<p>Following some successful partnerships where we tour and exchange art with other galleries, we would like to expand this activity.</p> <p>We would like an Intern to initiate a project which:</p> <ul style="list-style-type: none"> • Launches a network of like minded galleries who will exchange and display art • Sets up the communication tools needed to maintain an active relationship • Establishes the financial model and feasibility for tours • Research grant funding to facilitate same <p>This is a great opportunity for someone with an interest in art to expand their practical and commercial understanding of the art world.</p>
Skills Required:	<ul style="list-style-type: none"> • Business planning knowledge • Good personal organisational skills • Clear and confident communication skills • Interest in art a benefit, though not essential • Event Organisation
How you will benefit:	<ul style="list-style-type: none"> • Outstanding opportunity to see and understand the art world and activities involved in exhibition organisation • Opportunity to practice and develop organisational skills, team working, communication, PR, Marketing • Opportunity to demonstrate business planning knowledge
The Organisation:	<p>The Waterfront Gallery is a social enterprise created by artists and craftspeople to showcase works inspired by the landscape and light of Pembrokeshire. A centre of excellence, now in its eighth year, it is a Registered Charity under the guidance of the Director The contemporary work displayed includes fine art, mixed media, sculpture, photography, ceramics, pottery, textiles, paper mache, jewellery, glass, metal, slate and wood work.</p> <p>The Gallery's aims include promoting the work of the artists, making art accessible and developing partnerships which enrich and expand the possibilities for the artists, art lovers, schools and colleges.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased diversity of the art work on display • Increased exposure for the artists • Increased Income to the social enterprise • Developing long lasting and inspiring friendships between artists
Practical Information	
Internship Location:	Milford Haven
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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Organisation:	Carmarthen Womens Aid
Internship Title:	HR Process Development - Competency Framework (Ref:201)
The Internship:	<p><u>The internship will involve:</u></p> <ul style="list-style-type: none"> • Consultation with our staff and service users to gain an understanding of our aims and what's import to us in delivering our service • Reviewing 'best practice' in the area of competency frameworks • Developing a framework for use in the management and development of staff • Providing guidance and training on how the framework can be used (if possible)
Skills Required:	<ul style="list-style-type: none"> • Understanding of HR management tools and techniques, especially Competency Frameworks • A structured approach • Excellent written and oral communication skills • Ability to work on own initiative
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop a customer led HR development project • Opportunity to practice and demonstrate HR methodology, personal organisation, decision making, ability to work on own initiative • Opportunity to develop networks
The Organisation:	<p>Women's Aid in Carmarthenshire provides 24 hour information, support and refuge for women and children experiencing domestic abuse/violence. We provide support in a variety of ways including counselling; support with how women can stay in the family home, training, support for children, and a safe place to stay.</p> <p>We are a highly committed and energetic organisation, we aim to constantly improve the services we provide and how we provide them.</p> <p>We would like to enhance the management of staff by ensuring there are clear development paths and a clear understanding of the behaviours that will be valued and recognised by our organisation and our service users. We would therefore like to develop a Competency Framework to support the management of our people.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • More effective and motivated employees • Increased competency in how we deliver our services • Improved efficiency due to more focussed performance • Improved employee retention and therefore more effective use of financial resource • Clarity of understanding in what we need from our people • A tool we can possibly share with similar organisations
Practical Information	
Internship Location:	Office based/home based Carmarthen
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	As soon as possible

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Organisation:	Carmarthen Womens Aid
Internship Title:	HR Process - Review & Recommendations (Ref:203)
The Internship:	<p>The internship will involve:</p> <ul style="list-style-type: none"> • Research Best Practice in the HR field within similar organisations • Review and assess our processes and how they are applied • Recommend actions for improvement <p>Where recommendations are accepted, and if time allows, implement key actions.</p>
Skills Required:	<ul style="list-style-type: none"> • Understanding of HR management tools and techniques, • A structured approach • Excellent written and oral communication skills • Ability to work on own initiative
How you will benefit:	<ul style="list-style-type: none"> • Opportunity to develop a customer led HR development project • Opportunity to practice and demonstrate HR methodology, personal organisation, decision making, ability to work on own initiative • Opportunity to develop networks
The Organisation:	<p>Women's Aid in Carmarthenshire provides 24 hour information, support and refuge for women and children experiencing domestic abuse/violence. We provide support in a variety of ways including counselling, advice on how to stay in the family home, training, support for children, and a safe place to stay.</p> <p>We are a highly committed and energetic organisation, we aim to constantly improve the services we provide and how we provide them.</p> <p>We would like to enhance the management of staff by ensuring we have all appropriate HR processes in place.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • More effective and motivated employees • Improved employee retention and therefore more effective use of financial resource • Improved standards of recruitment and people management
Practical Information	
Internship Location:	Office based/home based Carmarthen
Required Attendance:	Flexible
Duration:	Flexible
Start Date:	As soon as possible

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Organisation:	Waterfront Gallery - Milford Haven
Internship Title:	International Liaison - Arts Events (Ref:157)
The Internship:	<p>We are currently involved in the implementation of a European project to forge relationships with 2 other countries to:</p> <ul style="list-style-type: none"> • Bring artists from different nations together • Create lasting and productive relationships • Share cultural differences and learning • Enable the exchange of art Work <p>Therefore, we would like an Intern to co-ordinate the project by:</p> <ul style="list-style-type: none"> • Identifying countries/groups to collaborate with • Facilitating the forging of the relationships through coordination of communications, meetings and events • Arrangement of an initial event to launch the project • Research Grant funding to facilitate same <p>This is a fascinating project, due to the scale of the project full support and guidance will be given. This is a great opportunity for someone with an interest in art to expand their practical understanding of the art world.</p>
Skills Required:	<ul style="list-style-type: none"> • Excellent organisational skills • Clear and confident communication skills • Interest in art a benefit, though not essential • Event Organisation
How you will benefit:	<ul style="list-style-type: none"> • Outstanding opportunity to see and understand the art world and activities involved in exhibition organisation • Opportunity to practice and develop organisational skills at an international level • Opportunity to practice and develop team working, communication, PR and Marketing skills
The Organisation:	<p>The Waterfront Gallery is a collaboration by artists and craftspeople to showcase works inspired by the landscape and light of Pembrokeshire. A centre of excellence, now in its eighth year it is a Registered Charity under the guidance of the Director. The contemporary work displayed includes fine art, mixed media, sculpture, photography, ceramics, pottery, textiles, paper mache, jewellery, glass, metal, slate and wood work.</p> <p>The Gallery's aims include promoting the work of the artists, making art accessible and developing international partnerships which enrich and expand the possibilities for the artists and art lovers.</p>
How the organisation will benefit:	<ul style="list-style-type: none"> • Increased diversity of the art work on display • Increased exposure for the artists to the works from different cultures • Developing long lasting and inspiring friendships between artists
Practical Information	
Internship Location:	Milford Haven
Required Attendance:	1 day per week
Duration:	2-3 months
Start Date:	As soon as possible

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