Kings Foundation Graduate Programme

We have an unrivalled opportunity for young people to be part of our graduate programme, current vacancies are for our October 2015 to August 2016 programme (4 places).

We provide high quality activity camps for children (Kings Camps), employment opportunities for young people (Kings Recruit), professional services to the leisure industry (Kings Active) and training and resources for volunteers (Kings Volunteer). As a non-profit organisation dedicated to the development of children and young people, it’s been a privilege to have worked with and provided opportunities for thousands of young people since 1991.

The graduate programme offers office-based work in aspects of Sports, Leisure and Childcare Management at our head office in Sheffield, UK. It provides highly motivated young people with the opportunity for exceptional work experience and development within a professional environment. The graduate role will include experience in Recruitment, Sales & Marketing, Operational Delivery, Finance & Accounts, Procurement and Programme Delivery.

What we’re looking for – the essentials

* A high level of motivation, enthusiasm and organisation
* A desire to work hard (you can’t be a student forever!)
* Adaptability (the program is varied and challenging)
* A strong desire to make a difference with a passion for our mission

What we’re looking for – the preferables

* Previous experience of office based work
* Engaging telephone manner with strong emphasis on customer service
* A determination and application to meet targets and deadlines
* Organised and with an attention to detail
* Educated to degree level
* Valid UK driving licence (UK travel is an integral aspect of the program)
* Happy to travel internationally (there may be the opportunity and demand for international travel)

What you will receive

* A year that could change your life!
* Being part of a high performing team that delivers an outstanding range of services
* A direct supervisor that will lead, manage and support you
* Hands-on, real work experience that will put you head and shoulders above others
* High quality, relevant and useful training and development
* A great house to share with other graduates
* A monthly salary of £1,056 (there will be a pre-agreed monthly rent and utility deduction)
* Local travel pass to get to and from our offices
* Access to a Kings vehicle for business use

During the programme, graduates rotate between teams and assigned a specific role and responsibility for each rotation. Although this is a fantastic learning and development program, we expect a full business return from each graduate – it’s proper work!

Recruitment & Training

1. Candidate interviews
2. Staff contracts
3. University recruitment campaigns
4. In-person training events
5. Online training content and monitoring

Sales, Marketing & Promotion

1. Member contact via inbound and outbound calls and email
2. Membership queries and concerns
3. Marketing events and activities

Program Delivery

1. Equipment procurement, warehousing and distribution
2. Emergency programme cover
3. Programme design
4. On-programme coaching and leadership

Application Process

1. Complete an online profile at [kingsrecruit.com](http://www.kingsrecruit.com/vacancies/kf-intern/)
2. Submit a one-page attachment via email explaining why you believe you will be an amazing graduate to [emma.glaves@kingsfoundation.org](mailto:emma.glaves@kingsfoundation.org). For October 2015 to August 2016 (11 months) programme – applications by 31st July 2015
3. Attend a selection day at our Sheffield offices