

# CIVIC EDUCATION VOLUNTEER PLACEMENT SPEC



Below is a brief summary of what you can expect as a Civic Education Volunteer. As a small charity, we heavily rely on our volunteers to participate in our projects and to spread the word about our work.

As a Civic Education volunteer, you will be mainly responsible for:

- Writing research papers for our new and exciting Civic Education Programme.
- Meet with experts and help in the framing of a discussion between them and the radio programme's Anchor.
- Helping monitor our Radio Guru project and ensure its smooth running.
- Keeping the Google Drive up to date with what scripts have been written and what has been recorded.

Before arriving in Nepal, we would suggest that you familiarise yourself with all the documents relating to Civic Education in the Shared Google Drive, in NEPAL DOCS and under CIVIC EDUCATION. There is also a file on Radio Guru for you to look at.

If you have any questions or would like help arranging research/interviews, Bandana, our Office Administrator, will be more than happy to assist. Her normal office hours are between 11.30am and 3pm, but ring before to let her know that you are coming. Her number is in the Volunteer Pack. You are also welcome to attend any site visits that other volunteers are going on.

Of course, you are welcome to participate in any of the other projects that we currently have on-going. This list is not exhaustive but gives you an idea of some of the things that you will be expected to do during your placement.

This role is vitally important in the establishing of this new project, and we look forward to hearing from you.