

JOB DESCRIPTION

Job Title	Summer Work Experience student
Department	Various within the Royal Free Charity (The Charity)
Reports to	Assigned supervisor(s)
Hours of Work	30 hours per week
Date	June 2025

The Royal Free Charity

Our vision

Our vision is for everyone served by the Royal Free London NHS Foundation Trust (RFL) to have access to world-leading healthcare, delivered by a thriving workforce, and driven by medical research that has a global impact. We support the 17,000 staff of the RFL and their two million patients across Barnet, Chase Farm, North Mid and Royal Free hospitals and more than 30 NHS services.

What we do

Through the services we provide, and the programmes and equipment we fund, we make a profound and immediate difference to patients' experiences of care. Our volunteering, support hub, and complementary therapy teams enhance the hospital journey for all patients – whether they live locally or come from further away to access the trust's specialist services. Our support of the RFL workforce enables staff to perform at their very best. Spanning individual professional development and training through to organisation-wide interventions, our initiatives bolster employee resilience and mental health so staff can achieve the best outcomes for patients. We fund ground-breaking research with the potential to change people's lives, whether it's through our grants programme or delivering major capital funding appeals.

Our approach

We are a solution-focused strategic partner to the RFL, helping our hospitals to go further and faster than the NHS could do alone. We believe funding decisions should be made based on strategic priority and impact, with a strong focus on co-production.

The Royal Free Charity (the charity) invests in:

- enhanced support for patients
- vital support for our staff
- ground-breaking research and innovation
- cutting-edge medical equipment



FURTHER, FASTER, FOR ALL.
royalfreecharity.org

The generosity of our donors, fundraisers and volunteers enables us to do this.

The charity, which employs over 90 people, is working towards becoming an employer of choice.

Summer Work Experience Student

Purpose

Our summer work experience programme has been designed for students who are curious and enthusiastic. As well as providing an invaluable overview of the charity sector, this programme will give you an excellent insight into the work we do and the values we hold.

The programme is available for students aged 16 – 20. During the programme, you will have the opportunity to spend time in a specific department and develop your understanding in progressing a career within the charity sector.

The objectives of the post are:

- To follow the assigned host departments' normal activities and observe tasks.
- To be open to learning the ways in which the charity works

Key Relationships

- All staff and departments hosting the programme

Person Specification

Criteria

- Students aged 16-20, in full time education
- Available to participate in the full 5 days of the programme (30 hours), Monday to Friday
- You do not require any prior industry knowledge or experience to join the programme

Other Requirements – We expect you to:

- Enhance your personal development by contributing to your learning from the host departments
- To have a positive and enthusiastic professional work attitude
- Be highly motivated
- Have a strong affinity with the NHS and philanthropic values
- To have good communication skills
- Attend meetings and training as required



FURTHER, FASTER, FOR ALL.
royalfreecharity.org

Royal Free Charity, The Pears Building, Pond Street, London, NW3 2PP
Charity number 1165672 | Company limited by guarantee number 09987907

- Be flexible and respond to the needs of the charity
- Attend supervision on a regular basis with the line manager
- To treat everyone equally, regardless of sex, age, disability, gender reassignment, race, ethnicity, religion or belief, sexual orientation, or any other protected characteristic
- Read and adhere to the charity policies, including the dress code, and all relevant legislation and ensure that any team members who report to you do the same
- Work toward the charity's vision and mission, and act in line with its values of dedication, innovation, partnership, energy and respect.
- Be aware of and have a good understanding of Health and Safety at Work and the Fire Procedure and understand the correct action to be taken in the event of a fire
- To undertake any additional relevant duties as required

This job description is not exhaustive, and the role will include other tasks and responsibilities commensurate with the post and subject to change to meet legislative requirements.



FURTHER, FASTER, FOR ALL.
royalfreecharity.org