

**Teaching Fellow on a part-time basis to provide the course “Voluntary Sector Policy” to Masters students in the School of Public Policy.**

The course aims to provide students with the necessary analytical tools to understand how the voluntary sector functions in developed, transitional and developing economies. Applications are invited from candidates with strong practical experience of the voluntary sector who want to run practitioner seminars, or from candidates who like to teach the theoretical basis for voluntary sector activity, or from those who prefer a combination of the two.

**Responsibilities**

Specific teaching duties include:

- Lectures and seminars for the course “Voluntary Sector Policy” in term 2 of the 2009/10 session (a total of 10 sessions of 2-3 hours from January to March 2010);
- Updating the reading list;
- Setting essay questions and associated essay marking;
- Normal duties of teaching administration including maintaining class registers and attendance records for courses taught; reporting problems to the Departmental Tutor/Head of Department; maintaining quality assurance documentation for the courses taught; management of plagiarism issues.

**Application process**

Applications for this position must be submitted online at <http://www.ucl.ac.uk/hr/vacancies/adverts/job-list.html>. Your application should include:

- a UCL application form;
- a cover letter which should outline your reasons for applying and explain why you think you are a strong candidate for the position;
- details of two referees including names, contact details.

Please note that referees will only be contacted if you are short listed. Please indicate whether we can contact your referees without further permission from you

**CLOSING DATE FOR APPLICATIONS: 4pm, Thursday 17th December, 2009**

It is anticipated that interviews will be held in the week beginning 21st December 2009..

Informal enquiries may be addressed to Dr Colin Provost (Telephone: 0207 679 4903, email: [c.provost@ucl.ac.uk](mailto:c.provost@ucl.ac.uk)).