



Job Description – Fundraising Intern

Job title: Fundraising Intern

Responsible to: Fundraiser

Remuneration: Although the internships are voluntary and therefore unpaid, local travel and lunch expenses will be reimbursed.

Other team members: Fundraiser, Online Communication mgr., Director

Part-time

1 Schools and Community Development Co-ordinator, 1 Support Group Co-ordinator

Volunteers

There is a team of dedicated volunteers who give several hours per week to fundraising and event organising

Application Process: Please send in a CV and cover letter, explaining why you meet the requirements and why you would like this opportunity to Sarah Hutton, Communications Manager, Street Child Africa, Brabant House, Portsmouth Road, Thames Ditton, Surrey KT7 0EY or sarah@streetchildafrica.org.uk no later than 12 noon on September 22nd 2010.

About Street Child Africa

Street Child Africa works with local partner organisations in sub-Saharan Africa to support children in street situations who are often uncounted and unheard. These children are denied access to education and healthcare, subject to violence and overlooked by government policy. The daily injustices they face are violations of international human rights law. Street Child Africa recognises that children in street situations are entitled to protection, provision of services and participation in matters affecting them.

Our vision is to champion the rights of African street children and other children at risk by listening to them and supporting quality services that address their needs and fulfil their aspirations.

The Charity operates from a small office in Thames Ditton near Kingston-upon-Thames.

Visit our website to see the range of our activities – www.streetchildafrica.org.uk.

About the Post

For the right person, this is a great opportunity to gain experience in fundraising and related disciplines including marketing and PR. The position will provide an opportunity to gain substantial experience within the sector and develop real life skills while making a significant contribution to the aims of the charity. Opportunities presented to the post holder will be many and varied, and for a creative and motivated person it will offer fulfilment and the prospect to gain experience in a fast moving and professional environment.

The Job:

- Assist in managing fundraising events from local fairs, to national challenges and awareness raising events.
- Support the online communications manager with website, email, blogs and social media
- Research potential new income streams
- Research trusts and grant making foundations appropriate to the charity's work
- Make applications for small grants, with training and support from staff
- Support the ongoing fundraising programme linked to the charity's strategic plan.
- Work with the Overseas Programmes Team to develop targeted fundraising projects when preparing major applications
- Work with the FR team to produce, income forecasts and budgeting targets
- Work with the Overseas Programmes Team to produce project analysis and write feedback to donors

- Maintain a calendar of events
- Generally maintain good communications with all staff about upcoming events

Skill and Qualifications

Personal skills:

- A committed and enthusiastic individual willing to work in all areas of fundraising and marketing.
- Flexible and adaptable working style
- Excellent communication skills
- Able to remain calm under pressure
- An outgoing personality comfortable with speaking to groups
- Highly organised with the tenacity to see through challenging projects.

Qualifications and Experience:

- Degree standard qualification
- A good knowledge of PC packages, particularly Word, Excel and PowerPoint
- Good presentation and communication skills.
- Experience of writing persuasive letters or proposals
- Concern for the plight of Street Children in Africa and a passion to do something about it.
- Understanding of, and sympathy with, the overall aims of the Charity.

Desirable

- Some experience of budgets and basic project finance.
- Experience of writing basic promotional copy
- An ability to be proactive in developing relationships with potential donors and other stakeholders.
- An ability to build relationships with individuals
- Knowledge of the Not for Profit sector
- Experience of organising fundraising events

Basic Details

- 1 The position of Fundraising Intern is a full-time 6-month post.
- 2 The job will be within the office but some travel to events may be required
- 3 The office hours are 9am to 5pm, but all staff members are involved in some evening and weekend work from time to time.
- 4 This position does not attract a salary but reasonable travel expenses to work and a small lunch allowance will be paid.
- 5 15 days Holiday plus bank holidays (3 days must be taken between Christmas and New year)
- 6 It is expected that the successful applicant will be exposed to many and varied areas within the fundraising function.
- 7 Every effort will be made by the team to help the successful applicant to learn new skills and gain experience.
- 8 A training programme will be designed and fine-tuned with the successful applicant.