



# Job description

## Events Fundraising Internship

<b>Location:</b>	Chinnor, Oxfordshire
<b>Hours:</b>	Full/Part Time (minimum 2 days/week) 9.30 - 5pm. Hours worked are flexible by negotiation.  Occasional weekend and evening working required to coincide with fundraising and communications activity.
<b>Duration:</b>	6 Months' Commitment, starting December 2017/January 2018
<b>Probation:</b>	One Month Probation
<b>Notice Period:</b>	One calendar month on either side, after a satisfactory probationary period.
<b>Pay:</b>	An unpaid internship position (some travel costs may be negotiable)
<b>Line Management:</b>	Fundraising Team Leader
<b>Working with:</b>	Fight Bladder Cancer Founder and Director, Fight Bladder Cancer Administrator, event participants and supporters, charity beneficiaries, and other Fight Bladder Cancer Volunteers.

### AREAS OF RESPONSIBILITY:

- 1. Relationship Management:** Daily contact and relationship management with individual supporters, donors, volunteers around the development of the Bladder Cancer Awareness Walk. Being a point of contact for registration and fundraising enquiries about the walk and representing Fight Bladder Cancer in the most efficient and responsive light.
- 2. Fundraising Administration:** Keeping excellent records, data and notes from all event development meetings, committees, updating contact management systems, monitoring progress and reporting regularly on progress, both in writing and verbally to varied stakeholders.
- 3. Donor Care:** establishing systems and processes for receiving donations, thanking donations and inputting data for future use onto the Fight Bladder Cancer Database (Salesforce), complying with Fundraising Regulations, the Data Protection Act / General Data Protection Regulation and other information management legislation and good practice.

Specific development tasks for the May 2018 Bladder Cancer Awareness Walk will include:

- i) Volunteer Recruitment** - to help marshal the event; provide and serve refreshments; to help registration; to help promote the event
- ii) Walking Route Development** - to help create the walking route; generate maps; decide on marshal and refreshment points.

- iii) Fundraising Packs and Resources - to develop fundraising packs and materials that help fundraisers raise money and inspire donations
- iv) Competitions, Raffle and Prizes - to generate a programme of competitions eg best dressed walker; fancy dress walker including prizes and a raffle or silent auction.
- v) Fundraiser Recruitment - ways to encourage registration of fundraisers / walkers
- vi) Logistics and risk - working with FBC staff, carrying out health-safety checks and risk analysis.
- vii) Promotion and Publicity - online and social media, local mainstream media, national and global communications.

## WHAT YOU CAN EXPECT FROM FIGHT BLADDER CANCER

- You will have the opportunity to work alongside a fast-moving dynamic charity, with highly skilled, motivated and committed volunteers and a small staff team - influencing the growth of support available for people diagnosed with bladder cancer.
- Your supervision will be committed and hands-on: you will access support from the Fundraising Team Leader, a highly experienced fundraiser, who will be working beside you within the charity.
- You will be encouraged to access the Institute of Fundraising Chiltern Group and attendance at local Chiltern branch events will be encouraged alongside, the Institute of Fundraising 'Events' Special Interest Group.
- You will develop first-hand experience of event fundraising, and will be given a personal reference for future employment through evidence of successful delivery.
- You will gain an outstanding insight of multiple charity projects and how a small charity operates.
- You will gain experience of collaborative working, donor communication and an in depth understanding of fundraising principles
- Effective delivery in the post could leverage a fundraising job in the third sector.

	PERSON SPECIFICATION
<b>JOB KNOWLEDGE</b>	<p>Basic-level insight to how charities and NGOs operate in the UK.</p> <p>Basic-level knowledge and understanding of fundraising and fundraising techniques.</p> <p>An understanding of basic issues and challenges around being diagnosed with cancer.</p> <p>A good level of commercial awareness and the importance of customer care in a charity fundraising environment.</p>
<b>EXPERIENCE</b>	<p>Practical experience of fundraising from your education, your own personal networks or previous work experience</p> <p>Experience of being a charity supporter or activist for an issue / campaign or organization</p> <p>Experience of having set up, developed and implemented some sort of event -whether at school, university, in a community or charity setting or an extra- curricular environment.</p>
<b>SKILLS</b>	<p>Excellent oral and written English</p> <p>Excellent interpersonal skills and the ability to relate to a wide range of audiences</p> <p>Administration and organizational skills</p> <p>Time management and planning</p> <p>Ability to use Microsoft Office</p>
<b>OTHER ATTRIBUTES</b>	<p>Passionate about health and equality issues</p> <p>Self-motivated, able to work unsupervised</p> <p>Mature and flexible approach</p> <p>Team player</p> <p>Willing to learn and try new things</p>