



**AbleChildAfrica**

# Fundraising & Communications Intern

**JOB PACK**



**We are looking for a new member of the AbleChildAfrica team!**

**AbleChildAfrica works alongside partner organisations in East Africa to achieve rights for children and young people with disabilities. Come and join us on our journey!**

**We are looking for a driven and passionate intern to support our communications and upcoming fundraising events and opportunities. As a small team the fit is really important, so we are looking for the best person that adds value to what we do.**

## About us

We are a small, dynamic charity, entrepreneurial in style and collaborative in process. We are values led, passionate about our partner approach and driven by the beneficiaries of our work.

We are in a great position, demonstrating consistent growth over the last 5 years and are currently re-branding so that we are ready for the next stage of our journey.

We work hard for what we believe in, but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance.

We aim high both in our values and in the quality of our work. We strive to be the best at what we do, and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.



## Internship Purpose

AbleChildAfrica raises funds each year from companies, individuals, and events to support projects which create sustainable change to improve the lives of children with disabilities and their families in East Africa.

This internship is a great opportunity to gain hands-on experience of AbleChildAfrica's work and of its fundraising streams. It will be of particular interest to someone wanting to gain knowledge of and experience supporting fundraising in all streams.

As an intern, you will provide general support to the team, both in the office and at events. You will work towards setting and achieving fundraising targets with the CEO and Fundraising & Communications Executive.

AbleChildAfrica is committed to the quality of the internship program we offer. The successful candidate will be provided with a tailored mentoring programme and genuine learning and development opportunities.

## Internship Description

**Location:** London – Brixton

**Hours:** 2-3 days per week, flexible

**Duration:** 3 months with possibility of extension

**Salary:** This position is unpaid but reasonable expenses will be covered.

If you think you are interested, then send your CV and a Cover Letter that covers the key competencies, explains your suitability for the role and why you want to work for us to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by **midnight 20th of February 2019**.



Duties will be tailored to meet the learning objectives of a successful internship candidate. If you have a particular interest in developing fundraising skills not directly listed below please ensure these are highlighted in your cover letter.

### A typical day might involve:

- Assist in the research and design of new fundraising events
- Helping to secure gifts, raffle prizes and other sponsorship
- Helping recruit and mentor participants for challenge events
- Maintaining communication with supporters, thanking them and providing support
- Creating, developing and leading on community fundraising initiatives alongside the Fundraising & Communications Executive
- Tracking regular income on database

### General administration:

- Internet research
- Send letters and emails as required
- Logging important information on The Raiser's Edge database
- Contribute to weekly meetings with the team
- Ad hoc office administration, as needed and appropriate



## Essential

- Commitment to AbleChildAfrica's mission and values and to a rights based approach to development
- Keen interest in events, fundraising and communications
- IT skills – experience of MS Office, particularly Word and Excel
- Excellent spoken and written English language skills
- Excellent interpersonal skills
- Excellent attention to detail
- Ability to work both independently and as part of a team, as the task requires
- Proven organizational skills; accuracy and attention to detail
- Proactive, creative and enthusiastic
- Proven ability to carry out administrative duties effectively
- An innovative or creative approach
- Desire to learn, develop and advance personal career prospects

## Desirable

- Lived experience of disability
- Experience in a relationship management or marketing and sales
- Familiarity with fundraising for charity
- Experience, interest in or commitment to a career in international development and/or disability
- Interest in or experience of working in the charity/NGO sector
- Experience with Salesforce



AbleChildAfrica is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We particularly encourage applications from people with disabilities and people with direct experience of living or working with disabled children and all disabled applicants who meet the minimum criteria will be offered an interview..

Please send your CV and cover letter to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by **midnight 20th February** to apply.