

Supporter Engagement - Voluntary Intern



Handicap International is a charity working in situations of poverty and exclusion, conflict and disaster in around 59 countries worldwide. Working alongside people with disabilities and other vulnerable people, we respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

As the Supporter Engagement voluntary intern, you will be part of a small, dynamic and ambitious team with big plans. Working directly with the Supporter Engagement Officer and other colleagues within the Individual Giving and Communication team, you will gain first-hand experience of working for a charity in a varied role, covering different aspects of engagement with supporters and grassroots groups, events, donor care, communication and administration.

In December Handicap International coordinates the Forgotten10 Challenge, which is 10 days of action by schools and local groups to raise awareness and funds for the forgotten victims of conflict, such as the victims of explosive weapons like missiles, landmines and cluster bombs.

As part of your role, you will get a chance to enhance your CV and have the opportunity to develop new and existing skills in areas such as event organisation and promotion, online marketing, supporter engagement, event fundraising, research, monitoring, and administration.

Key tasks you may be able to support:

- Help organise awareness-raising and fundraising events at local and national level.
- Develop relationships with supporters via phone, email and social media.
- Prepare and send action packs, resources, thank you letters to supporters.
- Research event fundraising opportunities to help the team plan for 2017.
- Promote events online via social media, blogs and specialist websites.
- Obtain quotes from suppliers and place orders for stationary and other resources.
- Update information across supporter databases.
- Maintain accurate records for day-to-day project planning and monitoring of activities.
- Participate in team meetings and brainstorming sessions.
- Translate documents from French to English, if required.
- Provide support during fundraising mailings and general assistance to the Individual Giving and Communication team when required.

Experience we are hoping for:

- Experience/degree in Communications, Fundraising, Marketing, or Events management (other degrees and qualifications will be considered).
- High level of spoken and written English.
- Excellent attention to detail.
- Excellent organisational skills.
- Strong IT skills (Outlook, Word, Excel, PowerPoint, web-based tools).
- Experience of producing clear documents.
- Ability to operate independently and as part of a team.

Desirable

- Previous volunteering experience.
- Experience in campaigning, organising events, or administration.
- Knowledge of international issues around disability, poverty and emergencies.
- Experience using Adobe Photoshop or InDesign would be useful.

- French language skills would be an advantage.

Hours

To be agreed with the voluntary intern, in accordance with their availability. It is hoped that the volunteer may be available at least 3 days per week (21 hours per week) for at least 4 months. The voluntary intern would ideally start in early October 2016.

This is a voluntary position but contributions to lunch (up to £6/day) & travel costs (up to £11.80/day) are made on presentation of receipts.

Location

Handicap International UK's offices are situated in Southwark, London. The offices have an open-plan setting.

How to apply

Fill in the application form and send it along with your CV and by email or post **before midnight on Tuesday 4th October 2016**.

By email: recruitment@hi-uk.org

By post: Handicap International UK (Volunteering), 9 Rushworth Street, London, SE1 0RB

For further information, please contact Handicap International UK on 0870 774 3737 or by email at recruitment@hi-uk.org



Handicap International UK particularly welcomes applications from disabled candidates.