



FUNDRAISING AND EVENTS INTERN / PAID WORK EXPERIENCE OPPORTUNITY

Role: **Fundraising and Events Intern**

Responsible to: **Head of Fundraising and Partnerships**

Based at: **Hybrid – Preferably a minimum of 1 day per week in the office based in Semington near Trowbridge**

Working hours: **21 hours a week for 20 weeks (days negotiable)**

Start date: **As soon as possible after interviews**

Remuneration: **£11.00 per hour**

WHAT THIS INTERNSHIP OFFERS

This internship is a great learning opportunity offering a first step on the ladder for anyone looking to start their career in fundraising. For the right candidate this is an opportunity to gain experience in grants and trusts and community fundraising. Working as part of the Carer Support Wiltshire team you will also have the opportunity to find out more about other types of fundraising and our wider work across Wiltshire and Dorset.

WHAT THE INTERNSHIP WILL INVOLVE

The successful candidate will support our grants and trusts fundraising and working with Communications Team to organise a wide range of events to support our Carers Week Activities. This will include identifying trusts and foundations with potential to support our work, developing cases for support and associated materials, and supporting with applications. The role will also involve aspects of event planning and management including managing guest lists and sending invitations, researching venues and resources, and supporting at the events.

The intern will receive weekly support and supervision to develop their fundraising skills. You will be joining our team during an exciting time as we develop a brand-new fundraising strategy. You will also have the opportunity to attend our communications group meetings to find out more about how fundraising events are planned and delivered.

WHAT WE LIKE OUR INTERNS TO HAVE

- Outstanding communication and writing skills.
- Attention to detail and a methodical approach to their work.
- Excellent interpersonal skills, a can-do attitude and desire to learn.
- An empathetic attitude and enthusiasm for understanding the complexities and impact Caring can have on family life.

- An enthusiasm for working as part of a team as well as using their own initiative.
- Commitment to the aims and objectives of Carer Support Wiltshire.

APPLICATION DETAILS

- Deadline for applications: Wednesday 27th April

Please note – we will call successful candidates by Thursday 28th April 2022 to invite them to interview.

Start date: Immediate start

Please email a CV and cover letter to: Leanne Hubbard Head of Fundraising and Partnerships, leanneh@carersupportwiltshire.co.uk

Your cover letter should explain why you are interested in this internship and what makes you suitable for the role. Please save your documents as Full name.CV and Full Name. Cover Letter. Please state your name and post applied for in the email subject line.