

The Hunger Project UK Events Intern Job Description

Purpose of the role:

This is an exciting role for a committed and passionate individual who wants to make a difference in ending hunger and poverty.

Position: Event Intern (unpaid)

Location: The Hunger Project UK office (Brentford)

Reports to: Fundraising and Office Manager

Period: 3-4 days per week over minimum of 3 months- Starting ASAP

The Hunger Project is organising a number of high profile fundraising events in the second half of 2018 and is looking for an intern to help us maximise the success of these events. As a THP intern you will have the opportunity to extend your working knowledge of events, fundraising and events management. You will help us to ensure that the fundraising events run smoothly and ensure that participants have the best possible experience of supporting The Hunger Project UK.

The position will ideally suit a graduate eager to gain experience in the charity sector and international development.

Our forthcoming events include challenges, our flagship City Against Hunger Corporate Obstacle Course, Women's Obstacle Course, our Christmas on-line auction and our annual end of the year fundraising event.

About The Hunger Project UK:

The Hunger Project works in 16,000 communities in Asia, Africa and Latin America, empowering women and men to lift themselves and their families above the poverty line.

The Hunger Project is one of the world's foremost agencies in developing women's leadership to end hunger and poverty, with strategies including empowering women in local democracy in India, building a movement of women leaders in Bangladesh, strengthening the capacity of indigenous leaders in Latin America and creating and establishing women-owned and women-run rural banks in Africa.

We know that women are pivotal to the sustainable end of hunger. Communities become more resilient, families are healthier, more children go to school, incomes increase, and agricultural productivity improves. When women are empowered and supported, everyone rises.

You will be responsible for:

- Assisting in the organisation and logistical planning of the events.
- Selling tickets
- Assisting in securing pro-bono services and support to keep the costs of the events to a minimum.
- Providing excellent supporter care, nurturing relationships with our high value donors and corporate partners, contacting them to ensure they have the information, advice and materials they require.

- Contributing to the smooth running of our events by providing support to the team in the run up to and on the days of both events.
- Listening for opportunities for supporters to become involved in The Hunger Project in other ways
- Helping with PR and social media
- Co-ordinating helpers/ volunteers/ cheerers on the day and helping out on the day e.g. registering participants.

Skills and Qualifications:

- Excellent writing and verbal communication skills in English
- Good interpersonal skills
- Strong organisational skills
- Interest in PR, event organisation or fundraising
- Self-starter with the ability to use own initiative and work independently
- Attention to detail
- An interest in international development, women empowerment and The Hunger Project's work

How you will benefit from your time at THP:

- In return for your help, we aim to ensure that the internship with The Hunger Project is a fulfilling and worthwhile experience.
- Exposure to a wide range of fundraising activities. As a small charity we are able to offer you the opportunity to become involved in all aspects of community-building and fundraising, with plenty of scope for contributing your own ideas.
- £3 Lunch allowance and reimbursement of reasonable travel and work-related expenses.

Time Commitment:

- Be able to commit 3-4 days a week for a minimum 3 month period.

Contact Information: Please call Sophie at 07525443068/sophie.noonan@thp.org to discuss our internship opportunities.

Thank you