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<b>VOLUNTEER ROLE:</b>	Fundraising Intern (3 months)
<b>LOCATION:</b>	Seymour Place
<b>DAYS:</b>	3-4 days a week (Monday-Friday plus occasional evening/weekend hours)
<b>EXPENSES:</b>	Travel up to £10 a day and lunch up to £5 a day
<b>DEADLINE:</b>	1 <sup>st</sup> June 2018

### **Seymour Place**

Based in Marylebone, the centre aims to transform the lives of people affected by homelessness, empowering them to lead more fulfilling lives. We offer a range of services including breakfast, showers, laundry, on-site health care, accommodation referrals, employment advice and long term support. The fundraising team work to secure income for these services and are based in the day centre, making this a unique opportunity to witness the service you are fundraising for every day.

### **ROLE OVERVIEW**

WLM is seeking an individual with excellent interpersonal skills who would like to learn about fundraising for a small charity. The fundraising intern will support the fundraising team with raising funds through a variety of sources including Trusts, Corporate, Events and Individual Donors.

As an intern you will receive one-to-one support from the fundraising team who will set you tasks and help you manage your workload, provide suitable training and monitor your professional development.

### **MAIN DUTIES AND RESPONSIBILITIES**

The fundraising intern will play a key part in the fundraising team and support them with:

- Trust fundraising – assisting with researching and submitting applications for grants from Charitable Trusts and managing relationships with those Trusts
- Events – supporting the Events Fundraiser with planning, promoting and supporting participants in fundraising events
- Community fundraising – assisting with the liaison with the local community and building relationships with local schools, churches and organisations
- Social Media and Online fundraising – assisting the Communications Manager and/or the other members of the team updating the website news page and Facebook and Twitter accounts and maybe assisting supporters with setting up JustGiving pages
- Corporate fundraising – assisting the Corporate Development Officer with the liaison with local businesses, developing relationships and generating gifts in kind
- Individual donors – liaising with existing donors and recruitment of new donors
- Gifts in Kind – Liaising with donors and day centre staff and volunteers to arrange collection and acknowledgement of gifts in kind
- Maintaining donor records and updating the supporter database
- Representing WLM at meetings and events

## **PERSON SPECIFICATION**

The successful candidate should be able to demonstrate the following competencies to a high level and want to use these to the full in their work:

- Excellent interpersonal skills
- Personal effectiveness
- Creativity and problem-solving
- Organisation and delivery of results
- Ability to administer and organise work
- Good standard of written and spoken communication

The above competencies are more important than previous experience, however the following are desirable:

- Experience of working on small projects or events
- Some experience of liaising effectively with a variety of people/agencies
- Familiarity with using the internet for research purposes
- Familiarity with social media
- Awareness of the causes of homelessness and the needs of vulnerable people

## **APPLICATION PROCESS**

Please send your CV and covering letter to [Grace.Hunt@wlm.org.uk](mailto:Grace.Hunt@wlm.org.uk) by 1 June 2018.

Interviews will be held week beginning 4 June 2018.

***Your CV and covering letter should demonstrate how your knowledge and skills match the role description and clearly outline your reasons for applying. Please also state when you are available for the internship.***

Please email any questions to [Grace.Hunt@wlm.org.uk](mailto:Grace.Hunt@wlm.org.uk)