



The Fairtrade Foundation

Volunteer Intern Role: Events Fundraiser

Closing date: Friday 17 February (10.00am at the latest)

The Fairtrade Foundation is a rapidly growing organisation which licenses the consumer label the FAIRTRADE Mark in the UK on products that meet international standards of Fairtrade. Our unique independent guarantee is helping producers in the South and consumers in the North to challenge conventional trading systems that condemn millions to poverty and hardship.

The Fundraising team is responsible for securing around 20% of the income to the Fairtrade Foundation. To date this income has come primarily from statutory sources and trusts and foundations.

The Foundation is now looking to develop new streams of income to meet the fundraised target over the next 4 years to enable Fairtrade to deliver its ambitious plans to tackle poverty.

Commitment

Ideally the successful candidate will work for one to two days per week for four months. Days to be worked are negotiable depending on individual circumstances. One weekend day is expected (Sunday July 8 2012).

This arrangement is not intended to be legally binding or to create a contract.

Start date

Monday 12 March 2012

Role description

This is an exciting and rewarding opportunity. Working in a successful fundraising team, you will play a key part in a project aiming to raise over £2,500 for the Fairtrade Foundation's work with developing world producers.

The Fairtrade Foundation has 12 places for runners in the British 10k London Run. You will take a key role in this project; including managing our runners' experience, maximising fundraising, liaising with events organisers and suppliers, and supporting the race day. In addition, you will formulate plans for prospective opportunities in events fundraising, and construct project plans for future events. You may also be responsible for a discreet project identifying opportunities in our community fundraising endeavours, as well as other ad-hoc support projects.

Ideally we're looking for someone who has experience (paid or voluntary) in the charitable fundraising sector and is looking for the opportunity to increase skills relevant to this popular career. However, more important is a desire to learn and a commitment to international development and the work of the Fairtrade Foundation. You'll leave this role with experience of charitable fundraising, as well as

transferrable skills in project and events management. You will also be able to say you have helped raise over £2,500 for work with farmers in the developing world!

Tasks include:

- Managing an ongoing communication plan with our runners
- Supporting our runners on an ad-hoc basis
- Encouraging and maximising our runners' fundraising activities
- Administration of the run including maintaining database records and fundraising totals
- Assisting with the race day experience
- Researching fundraising events opportunities
- Assistance with other fundraising projects as required
- Ad-hoc tasks appropriate to the role

Skills, experience and attributes required:

- Quick learning and able to think creatively to solve problems
- Excellent organisational skills
- Personable, approachable and enthusiastic customer service style
- Strong interpersonal skills
- Teamwork skills
- Ability to work autonomously
- Knowledge of Microsoft Office applications especially Word, Excel and Outlook
- Research skills
- Commitment to Fairtrade and international development
- Experience in a charitable fundraising position, paid or unpaid (desirable)

What will you have learned / achieved by the end of this assignment?

- Experience of working in the international development sector
- Experience of working in a charitable fundraising department, specifically in events fundraising
- Transferrable project management skills
- Helping to raise over £2,500 for the work of the Fairtrade Foundation

Applications

To apply for the above volunteer intern position please email volunteering@fairtrade.org.uk with a completed Volunteer Intern Application form (see our website www.fairtrade.org.uk/jobs).

Volunteering at the Fairtrade Foundation

What type of people volunteer at the Fairtrade Foundation?

Anyone who has an interest in Fairtrade! Volunteers range from students to retired business people from 17 to 80 years of age.

Who co-ordinates the volunteers?

The Volunteering Officer is Jenny Harper.

Tel: 020 3301 5017 Email: Jenny.harper@fairtrade.org.uk

What are the hours?

Flexible, but normally 10.30am-5.00pm Monday to Friday

Location

Unless otherwise stated, positions are based at the Fairtrade Foundation's offices in the Minories, Aldgate EC3N 1DY.

Do I get expenses?

We provide luncheon vouchers valued at £5 per day if working five or more hours in that day (excluding lunch) and refund off-peak travel expenses (maximum £15 per day) on production of a receipt or ticket.

We regret that we are unable to assist non-UK residents who are planning to volunteer during a short stay in the UK with visa applications, finding accommodation etc.

The Fairtrade Foundation is committed to equal opportunities and welcomes applications from all sections of the community.