



UK Events Internship

Key Roles and Responsibilities:

Supporter Fundraising Events

- Coordinate resource requests, recording fundraising on our database and thanking supporters.
- Weekly research into new fundraising initiatives to help with the development of Hope for Justice fundraising events.
- Assist in the development of the Fundraising Pack.

Book A Speaker Program

- Assist on 'Train A Speaker' days.
- Coordinate the 'Book A Speaker' requests & booking process; pre & post event.

Stands & Expos

- When required, represent Hope for Justice by running our stand at conferences and events.
- Apply for exhibitor space at key conferences listed in our strategy.
- Assist Events & Partnerships Coordinator with proposal for the 2015/16 event calendar and the planning and execution of each event.

School Resource Pack

- Liaise with 'pilot schools' on a date to test the Schools Resource.
- Collate and analyse the feedback from the schools.
- Oversee requests for School Resource Packs.

Team Admin

- Answer incoming calls and participate in 'call days' for Partnership projects.
- Manage postal items to be sent out on a daily basis.
- Manage the running of the Web Shop including customer orders and reordering products.



- Answer the events@hopeforjustice.org inbox.

Hope for Justice Fundraising Events

- Coordinate invitation mail out and RSVP's.
- Oversee gathering quotes & ordering marketing material, resources & décor.
- Help set-up the venue on the event day.
- Assist Event Manager during event.

Hope Conference

- Responsible for gathering quotes & ordering marketing material & resources.
- Coordinate ticket sales & weekly ticket sales reports.
- Source best hotel rates and book all staff and trustees in for Hope Conference.
- Help set-up venue on the day.
- Act as Production Coordinator at Hope Conference.

Tours

- Assist Events & Partnerships Coordinator in the organisation and promotion of Hope for Justice Tours.
- Attend Hope for Justice Tour dates and help run the event.

Ideal Candidate:

- Demonstrates decisiveness, innovative thinking, problem solving, negotiating and influencing skills and time management.
- Will have event experience including a good sense of quality orientation and attention to detail.
- IT skills, admin experience and looking to improve their project management skills.
- Will be a great team member and a proactive individual who strives for professional development.
- Will be flexible enough to roll with the punches in a fast growing, pioneering organisation.



How to apply:

Send your resume/CV and a covering letter including your full contact details to vacancies@hopeforjustice.org

Please put 'UK Events' in the subject line of your email.