

Events Internship

JOB DESCRIPTION

Summary

AbleChildAfrica is a charity based in the UK which works with partner organisations in Africa to achieve equal rights for disabled children and young people. We have been working in East Africa for the past 25 years and currently work with 5 partner organisations across three countries- Uganda, Kenya and Tanzania. We support and resource these partners, working together to create sustainable change to improve the lives of disabled children and their families. We also have additional projects in Zambia, Malawi and Mozambique. AbleChildAfrica is undergoing a period of growth and is looking for an enthusiastic and self-motivated intern to become an integral part of our small team. The ideal candidate will have ambitions to work in international development and the charity sector.

Location: Central London – South Bank

Hours: 2-3 days a week, exact hours negotiable

Duration: We require a commitment of a minimum of 6 months with the possibility of extension.

Reporting to: Programmes Officer

Salary: This is an unpaid internship. Reasonable travel expenses may be covered.

AbleChildAfrica is committed to the quality of the internship program we offer. The successful candidate will be provided with a tailored mentoring programme and genuine opportunities for learning/training.

Job Purpose:

The main purpose of this job is to support AbleChildAfrica's events activities to ensure the sustainability and expansion of our work with disabled children in Africa.

Main Duties and Responsibilities

Help us conceptualise, plan and implement the launch of our new annual event 'The Extraordinary Mile'

1. Plan the launch of The Extraordinary Mile which will be hosted on June 16th 2012.
2. Develop a long term strategy for The Extraordinary Mile as an annual awareness raising event for AbleChildAfrica.
3. Develop a strategy for incorporating other local and national charities into The Extraordinary Mile with the goal of creating a nationally recognised annual event which promotes disability awareness around the UK.

Develop Our Existing Programme of Challenge Events

1. Maintain and develop the way in which we interact with marathon runners and other individually motivated challenge events.
2. Develop the concepts and organisation for existing larger challenge events, including our Cycle Challenge across East Africa.
3. Propose and establish new challenge events which will create fundraising opportunities for AbleChildAfrica.
4. Lead in the recruitment and stewardship of challenge event participants.

Help Us Create a Portfolio of Community Fundraising Events.

1. Assist in developing a strategy for creating community fundraising events within our locality, throughout London and further afield where necessary.
2. Assist in developing a strategy for incorporating the disabled community into these fundraising events.

Person Specification

The ideal candidate will have a genuine interest in working in the charity sector and a proven commitment to working with or for children. An interest in disability and international development are highly desirable. Disabled candidates are particularly encouraged to apply and all disabled candidates meeting the essential criteria will be offered an interview. No direct experience of working with a charity or with disability is needed but the following skills are essential and desirable:

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">✓ Commitment to AbleChildAfrica's mission and values and to a rights based approach to development✓ Experience in events based fundraising✓ Excellent written and spoken communication skills✓ Excellent interpersonal skills✓ Excellent organisational skills✓ Ability to work both independently and as part of a team, as the task requires✓ Proactive, creative and enthusiastic✓ A high standard of verbal and written communication skills (including use of the telephone)✓ Accuracy and attention to detail✓ Ability to work to deadlines whilst managing a wide and varied workload✓ Computer literate across MS Office applications with experience of using a database✓ Interest in fundraising✓ Willingness to learn, develop and advance personal career prospects	<ul style="list-style-type: none">✓ Experience, interest in or commitment to a career in international development✓ Experience, interest in or commitment to children (such as direct work, advocacy or research experience)✓ Experience, interest in or commitment to disability issues✓ Experience, interest in or commitment to Africa✓ Previous events management experience✓ Experience of working in the voluntary sector

How to Apply

Please send your CV and cover letter to info@ablechildafrica.org.uk by **9am on Friday 3rd February 2012**. Interviews will be held the week of February 14th, TBC. Your cover letter should highlight your interest in AbleChildAfrica and your motivation for undertaking this internship. Please detail your relevant experience, ensuring this is in line with above job description and person specification. Please also detail your availability including your preferred start date, days per week and duration of the internship. Please specifically confirm your commitment to work for a minimum of six months.

Additional information about the organisation is available at www.ablechildafrica.org.uk.