

Internship role description

Volunteering role: Partnerships Intern

Length of volunteering period: 3-6 months

Start date: ASAP

Location: Right To Play UK's offices, The Foundry, 17-19 Oval Way, London SE11 5RR.

We will reimburse the cost of travel to and from the office, on provision of receipts, within London (or the equivalent monthly contribution if travelling in from outside London). We will also reimburse £5 per working day lunch allowance.

Application process: CV and covering letter. In your covering letter, please illustrate how your experience meets the requirements of the role's responsibilities and tasks, as well as the profile. Please also include your motivation for applying. Email these documents to Neil Child-Dyer at nchild-dyer@righttoplay.org.uk. Deadline for applications is Wednesday 7th November 2018. Please note that we are looking to fill this role as soon as possible and so will be calling suitable candidates to interview on a rolling basis.

A written test will be included in the interview process.

ABOUT RIGHT TO PLAY

Right To Play is a global organisation that uses the transformative power of play to educate and empower children facing adversity. It was founded in 2000 by Johann Olav Koss, a four-time Olympic gold medallist and social entrepreneur. Through playing sports and games, we help children build essential life skills and better futures, while driving social change in their communities.

Right To Play trains local community leaders and teachers as volunteer Coaches to deliver education programmes in 16 countries affected by war, poverty, and disease in Africa, Asia, and the Middle East. Right To Play promotes the involvement of all children and youth. We believe that the power of play can transform a child's life. That's why we are working in the most disadvantaged areas engaging girls, persons with disabilities, children affected by HIV/AIDS, street children, former child combatants and refugees.

Right To Play UK was established in 2006 and is aiming to raise £1.6 million in 2018. For more information about our work in the UK, please refer to our website: www.righttoplay.org.uk.

ROLE SUMMARY

Reporting directly to the Senior Partnerships Manager the Partnerships Intern will be supporting the Corporate & Sports Partnerships Team. Right To Play UK has a number of high profile partnerships and is represented by a range of elite athletes who support the charity by raising awareness and funds through various initiatives. The Partnerships Intern will support the team's involvement with various campaigns, partnership activity and help coordinate athlete support for its events. The intern will also support the delivery of the 2018 Corporate strategy by conducting prospect research and developing fundraising proposals.

Our commitment to you

This internship will provide an invaluable opportunity to gain essential skills and experience in key aspects of fundraising for a leading international sport for development organisation. You will be supplied with the necessary induction into Right To Play UK and our place within the global

Right To Play organisation. We will also provide you with the equipment needed to carry out your volunteering with us based at the Right To Play UK offices.

Professional references will be offered on successful completion of the placement. Previous interns have gone on to full time positions at organisations including Right To Play International, Royal Geographical Society and Marie Curie.

Your commitment to us

We will ask you to commit to the period of the volunteer internship agreed and give us advanced notice if any of your circumstances change and affect your ability to complete the internship. We will require you to be onsite at the Right To Play offices at the agreed times and days to carry out your volunteering tasks. We will require you to act in a professional manner and to sign a letter of agreement including a confidentiality clause.

RESPONSIBILITIES AND TASKS

Corporate and Partnerships Fundraising

- To support the Partnerships Manager in the management and logistics for delivering key partnerships. This will include project planning, writing copy for marketing materials, administration and systems support.
- Assist in developing athlete partnerships, including liaising with sports agents, co-ordinating travel logistics, researching potential new athlete supporters. A key aspect of this will include assisting in arrangements for athlete ambassadors to attend the major special events.
- Conduct research on potential corporate/sports partners, and help develop funding proposals following initial research.
- Support internal and external meetings as required, ensuring meeting notes and action points are distributed.
- Provide daily database support (creating company records, updating existing records and meetings).

Other

- Other projects and activities as requested by the events team or corporate partnerships team

PROFILE

E Essential (must have)

D Desirable (asset)

Experience and skills

- Excellent written and verbal communication skills, with demonstrable experience of diplomacy and tact E
- Knowledge of Microsoft applications including Word, Excel and PowerPoint E
- Degree level education or equivalent, currently studying at degree level is also accepted E
- Proven track record of being able to conduct thorough research E
- Experience of using database management system D
- Experience in fundraising and/or the charity sector D
- Knowledge and understanding of International Development D

Competencies / personal attributes

- Excellent interpersonal skills, including experience of working with members of the public, consumers, customers or donors E
- Excellent organisational and time management skills with the ability to manage a varied workload E
- Ability to work flexibly & collaboratively in a team with enthusiasm and commitment E
- Excellent attention to detail E
- Ability to manage a varied workload, work under pressure and meet deadlines E

Office hours: 9AM – 5PM, 5 days per week. This internship will require occasional evening and weekend work, with travel out of London, for which time off in lieu may be taken.

Holidays: Time off to be agreed with line manager.

Equal Opportunities: The Charity is committed to promoting equal opportunities in all aspects of its business, and maximising the potential of all employees and associates through fair and equal treatment. It strives to ensure that all of its policies and practices support these aims and principles and works towards an environment where all employees and associates can develop their potential regardless of disability, race, colour, religion, nationality, ethnic origin, age, sex, sexual orientation, marital or family status, trans-gender status, belief or political opinion.