

## Internship role description

### Volunteer role: Fundraising Events Intern

Length of volunteering period: Minimum three months, to start as soon as possible. Must be available for Wednesday 6 November 2019.

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 suits this volunteer role's responsibilities and tasks. Please also include your motivation for applying. Email these documents to Ellie Barnes, Events and Engagement Manager, at [ebarnes@righttoplay.com](mailto:ebarnes@righttoplay.com) by *Friday 30 August*. Candidates shortlisted for interview will be contacted to arrange a date. A written test will be included in the interview process.

## CHARITY PROFILE

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.

For nearly twenty years, Right To Play has been bringing smiles to the faces of millions of children living in disadvantaged areas of the world. We build specially designed Sport for Development programmes based on the needs of each community. Our programmes embody the best values of sport and combine other non-sport components to enhance learning. These programmes empower participants and communities and promote sustainability. Our growth, though a testament to the excellence and quality of our programmes, also reflects the great need for the work we do.

Right To Play trains local community leaders to deliver our 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.

Our work is facilitated by approximately 600 international staff, 14,400 volunteer Coaches and 300 Ambassadors. With an annual operating budget of \$30M, Right To Play is headquartered in Toronto, Canada and has National Offices in the United States, Canada, The Netherlands, Norway, Switzerland, Germany and the United Kingdom. For more information: [www.righttoplay.com](http://www.righttoplay.com).

## POSITION SUMMARY

Reporting directly to the Events and Engagement Manager, the Fundraising Events Intern will be working to support the fundraising team during the busy period, with a specific focus on Right To Play's Race Night event and supporting other team members where needed (i.e. cultivation events, Ambassadors and communications).

Our commitment to you

This internship will provide an invaluable opportunity to gain essential skills and experience in key aspects of event 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 necessary equipment 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 good 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

Events

- To support the events team in the management and logistics of delivering the Right To Play Race Night, a fundraising event for 280 people at the InterContinental, Park Lane on Wednesday 6 November, with a gross income target of £160,000. This event will mostly be attended by senior decision makers in the City, with a high number of construction and property firms showcasing their philanthropic support. Responsibilities include event marketing copy writing, guest list management, events supplier liaison, administration and systems support.
- To lead on producing all the copy for materials related to the auction and raffle, a key fundraising mechanism at the event. This includes confirming all terms and conditions for the prizes, writing auction prize descriptions for the online auction system and brochure, and producing vouchers.
- To update online auction system pre-event, to oversee the auction prizes at the event and the distribution of prizes after the event. This will also include recording all auction prize related activity on our database and thanking donors, etc.
- A key aspect of supporting the auction will be to liaise with the high net worth supporters of Right To Play UK who help to solicit prizes. This will give invaluable experience of major donor relationship management, a key aspect of charity fundraising.

Other

- Assist with co-ordinating of challenge events and stewardship of participants, including Royal Parks Half Marathon and Right To Play's Ride Rwanda 2020.
- Other projects and activities as requested by the events team or other fundraising teams.

PROFILE

E Essential (must have)

D Desirable (asset)

Experience and skills

- Excellent written and verbal communication skills, with demonstrable experience of diplomacy and discretion E
- Knowledge of Microsoft applications including Word, Excel and PowerPoint E
- Degree level education or equivalent E
- Experience of organising an event D
- Experience in fundraising and/or the charity sector D
- Proven track record of being able to conduct thorough research 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

Other Terms and Conditions:

Working 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: Unpaid; 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.

