Fundraising and Public Relations Internship
4th October 2021

Terms and conditions

Salary: £19,747 per year (Living wage), pension contributions at 4% or 5% (by both employer and employee).

Hours: Full time (35 hours per week).

Starting date: January 10th, 2022, or as soon as possible after this date.

Annual Leave entitlement: 28 days including bank holidays and 3 days to be taken between Christmas and New Year.

Duration: One year fixed term contract.

Closing date: 25th October 2021 at 9am.

Interview date: TBC November 2021.

How to apply: Send a CV and covering letter, maximum two pages each, addressing the person specification to info@why-me.org. The subject line should be “Application for Fundraising and Public Relations Internship”.

Location: Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR and/or working from home by negotiation and depending on lockdown requirements.

Any questions: Email us at info@why-me.org

1. Summary

Why me? are seeking an intern to primarily support the development of fundraising so we can not only increase the income achieved each year, but also expand awareness and reach. This includes generating funds from areas that are underdeveloped or new to Why me? such as individual giving and sponsorship events.

This role will enable Why me? to expand its work to new and underrepresented groups, giving them the chance to access Restorative Justice and its wide-reaching benefits.

In return the employee will get invaluable experience of working in a tight-knit team, who are aiming to take Restorative Justice in new and innovative directions.
Early in a career, this will set up the successful individual with a range of skills that can apply to many different areas of fundraising, communications and PR.

All staff and volunteers are required to sign a confidentiality agreement. In addition, two references will be requested before you start. As outlined on our website, Why me? is an Equal Opportunities employer and we welcome all applications regardless of race (including nationality and ethnic origin), gender, disability, sexual orientation, religion/belief or age.

Please note this is part of The Rank Foundation's Time to Shine programme and involves a two-stage process, initially with Why me? to select the successful applicant and then with The Rank Foundation alongside the person managing this role. It is only after both stages that the post can be confirmed.

2. Working Hours

Our core working hours are 10am until 4pm, with flexibility available as to when the individual starts and finishes their day in order to complete a total of seven hours (not including lunch). The post holder will be able to work from our offices in Borough, central London, subject to the latest COVID-19 regulations and from home as agreed.

Working days, home working, and other arrangements can be discussed to suit both parties.

3. Job Description

- To undertake desk research to identify potential trust funders for Why me?’s work, including for specific projects
- To manage a portfolio of small trusts, up to a value of £1,000 each, including making initial enquiries, managing responses, and sending applications and reports
- To assist with fundraising administration including recording correspondence and thanking donors
- To oversee and promote the sponsorship events process for participants, including providing advice and guidance, monitoring Just Giving and sharing success stories
- To plan correspondence for individual donors, including a monthly newsletter
- To write communications for the Why me? website
- To provide input into the fundraising strategy as required
- To assist with public relations for the charity and the individual events including developing press relationships and media appearances
• To, subject to funding, help develop an Economic Evaluation that demonstrates the financial viability of Restorative Justice and to promote this work

• To cooperate and communicate with Why me? staff, volunteers, ambassadors and Trustees

• To contribute to progress reports as required.

• To support the Fundraising Manager with other duties when required

4. **Person Specification**

**Essential** *(If you do not meet these criteria, you will not be a good fit for this role).*

• To have a demonstrable interest in criminal justice and Restorative Justice

• To be sympathetic towards Why me?’s aims, values and objectives

• To speak and write fluent English, including good spelling and grammar

• To have demonstrable experience in research

• To be IT literate

• To have an ability to work well as part of a team, both remotely and in an office environment

• To have excellent attention to detail

• To have experience of communicating with audiences from varied backgrounds

**Other positive skills and experience** *(Having these qualities may help your application, but you could still be a great candidate without having some/all of them).*

• Experience working or volunteering within the charity sector

• Experience using Microsoft Office packages and/or Google Suite