



Role Description and Person Specification

Location	Brighton UK
Term	4-6 weeks
Hours	(22-28 hours per week)
Start date	Flexible start – either late May or early June 2023
Application due date	30 November 2022

About INTO Giving

INTO Giving is the charitable, non-profit arm of INTO University Partnerships, supporting a wide range of humanitarian causes, predominately schools and education projects.

Since 2008, the charity has raised more than \$1m to support causes across Asia, Africa, the Middle East, Europe and the Americas.

Beginning in 2016, INTO Giving has had a special focus on girls' and refugee schoolchildren's education

Key responsibilities:

Fundraising:

- Support the INTO Giving team with summer fundraising communications and fundraising events
- Assist with updating the charity's website and social media
- Assist with setting up and promoting of the charity's online merchandise shop
- Take part in team meetings planning INTO-wide student and staff engagement, e.g. a student-facing campaign promoting the importance of girls' education
- Research and help to maintain a directory of grant-making trusts
- Provide materials and information for volunteers and supporters
- Assist in planning of INTO student takeover day
- Take part in a short film about interning and assist in its promotion across social media and other communication methods
- Other duties as matters arise and as needed



Person Specification

This internship is ideally suited to someone with an interest in children's and young people's rights and sustainable development, who is looking to complement their studies with practical experience of the nonprofit sector, or someone simply wanting to gain teamworking and practical office-based experience.

Skills & Experience

Essential

- Enthusiasm and a commitment to our work.
- Desire to gain experience in a small charity.
- Knowledge of MS Excel and Word, and the ability to learn to use database (CRM).
- Demonstrable experience in MS Office, Word, Excel, PowerPoint, Social Media platforms
- Ability to juggle multiple priorities simultaneously, take initiative and meet deadlines
- Demonstrates common sense, flexibility and teamwork
- Legally eligible to work in the United Kingdom
- Strong work ethic and sense of humour
- Strong English and numerical skills

Preferred

- Experience in Canva or other online design software package

Benefits

This internship offers a unique opportunity to gain non-profit development and events experience. You will be part of an innovative, meaningful, fun, and rapidly growing organisation that is changing the world.

Application Procedure

Please return your completed INTO Student Internship form to info@into-giving.com 'BRIGHTON INTERNSHIP' in the subject line. **Applications are due no later than Tuesday 30th November 2022.**

Every application will carefully be reviewed; however, due to high volume of applications we are not able to send personalised responses to all applicants.

INTO Giving and is proud to be equal opportunity employers committed to identifying and developing the skills and leadership of people from diverse backgrounds.