



Role: Communications and Fundraising Intern

The Comms and Fundraising Intern will support the Comms & Fundraising Leads in this new exciting role by helping to develop and deliver a centre-wide communication and marketing plan. You will also help explore new fundraising channels and organise sponsorship for the Baytree Centre so we can continue the vital work we do here. You will also be responsible for driving forward Baytree's social media presence and keeping the website up to date.

RESPONSIBILITIES

Communications

- Providing support and assistance in developing an integrated communications campaign both internally and externally
- Helping to organise and maintain our database of photos, case studies and research/evidence to promote our work
- Assisting in the design and execution of our digital presence
- Creating social media content (Facebook, Twitter, Instagram, etc.)
- Creating copy for blog posts and press releases
- Establishing a presence on LinkedIn and engaging followers

Fundraising

- Developing, growing and maintaining Baytree's supporter database
- Support the organisation and facilitation of fundraising events
- Responding to enquiries and acknowledging donations

PERSON SPECIFICATION

Essential:

- Ability to deal with and connect to people from varying backgrounds
- Personable and enthusiastic
- Excellent written and oral communication skills
- Strong editing skills
- Highly computer literate with experience of social media
- Ability to work independently with limited supervision
- Organisation and time management skills
- Punctuality and reliability
- An interest in working in fundraising and communication within the charity sector
- Flexibility and willingness to lend a hand with a variety of activities as and when required
- Self-motivated, detail-oriented with strong written, verbal & organizational skills

Desirable:

- Experience with Photoshop, Illustrator, or InDesign
- Experience of database systems
- Experiencing with working in communications or fundraising
- Some knowledge of a second language (eg. Spanish, Portuguese, French, Arabic)

WORKING SCHEDULE

Ideally, we would like an intern to work with us two days a week, Tuesday and Wednesday from 10am-6pm. We are however willing to negotiate this with the right candidate.

Due to the nature of the work this role is open to female applicants only. Equality Act 2010: Schedule 9: Occupational Requirements