



Comms & Fundraising Intern

Purpose of the role:

Support the Communications and Fundraising Leads in delivering a centre-wide communications and marketing plan. You'll contribute to digital content, explore fundraising opportunities, maintain supporter records, and help share Baytree's story across platforms.

Main responsibilities:

Communications:

- Assist with internal and external comms campaigns.
- Maintain a photo and case study database.
- Support social media (Facebook, Instagram, Twitter, LinkedIn).
- Draft blog posts and press releases.
- Keep website content and digital presence up to date.

Fundraising:

- Help manage Baytree's supporter database.
- Support event planning and donor communications.
- Assist in research for new fundraising and sponsorship opportunities.

+ Work directly with clients across Baytree services (e.g. youth clubs, workshops, reception, and befriending activities).

Skills and qualities required:

- Personable, enthusiastic, and confident communicating with diverse groups.
- Excellent written, verbal, and editing skills.
- Computer literate, with social media experience.
- Organised, reliable, and self-motivated.
- Able to work independently and manage time effectively.
- Interest in communications or fundraising in the charity sector.

Desirable:

- Knowledge of design tools (Photoshop, Illustrator, InDesign).
- Experience with databases.
- Additional languages (e.g. Spanish, French, Arabic).

Commitment:

- 2 days per week.
- Hours: 10:00 am – 6:00 pm.
- Duration: 4–6 months, with flexibility to extend.

Benefits: *We reimburse up to £7 for travel and £5 for lunch expenses for each full day of internship.*

- Real-world experience in charity comms and fundraising.
- Skill-building in media, content, and supporter engagement.
- Opportunity to contribute to meaningful work, inclusion in volunteer social events.

This role is open to female applicants only (Equality Act 2010: Schedule 9: Occupational Requirements). Applicants must be 18 or older.