



Alive and Kicking: Events Intern

[Alive and Kicking](#) is a UK charity and social enterprise that works in sub-Saharan Africa to create ethical employment for African communities, improve the health and quality of life of disadvantaged young people, and help children exercise their right to play. We do this by manufacturing sports balls, running health programmes, and donating balls to children.

We're looking for an enthusiastic intern to help us organise and run our fundraising events and help with general admin in our UK store in Hoxton. We will offer a daily allowance for lunch and travel.

Main tasks

Events

- Assist with the organisation of events (including a comedy night, 5-a-side corporate football tournament). This will include:
 - Liaising with acts, donors, guests for the comedy night and captains for the 5-a-side
 - Finding and securing prizes for auctions and raffles
 - Assisting with the running of the events on the night
 - Assisting with administration and implementation of fundraising events and activities including thank you letters

Website and social media

- Produce content for the website, Facebook and Twitter
- Edit images for us on website and in other publications

Office and shop administration

- Serve walk-in customers in our Hoxton store
 - Process online orders and arrange for delivery of balls
 - Maintain basic stock records
 - Assist with basic bookkeeping duties and filing
 - General administration and other reasonable duties in support of the Alive and Kicking team
 - Update and maintain records on the supporter database
-

Benefits

- Opportunity to gain experience of events, marketing, and develop project management skills
- Gain a thorough understanding of the processes involved in running an international charity
- Flexible hours - if you need time off that can be arranged
- References gladly given to successful candidate



Personal Specification

	Essential	Desirable
Skills/experience	<ul style="list-style-type: none"> • Good written and verbal communication • Ability to build and maintain effective working relationships with staff and supporters • A self-starter, able to work proactively and resourcefully in a small team 	<ul style="list-style-type: none"> • Experience of organising events • Fundraising experience • Working knowledge of maintaining supporter database • Experience of writing funding approaches for Trusts/ Foundations or companies • Strong IT skills • PR/marketing experience
Personal qualities	<ul style="list-style-type: none"> • Excellent telephone manner • Strong desire to gain experience in events or the charity sector • Energetic and enthusiastic with a willingness to undertake any task required in a small office • Confidence in representing the charity at events, meetings or on the phone. • Interest in the field of international development and social enterprise • Able to commute to our space in Hoxton 	<ul style="list-style-type: none"> • Willingness to undertake occasional evening or weekend work