



Girlguiding UK
girls in the lead

**Application Information Pack
Fundraising Development Internship
Fixed-term contract
12 months**

Introduction to Girlguiding UK

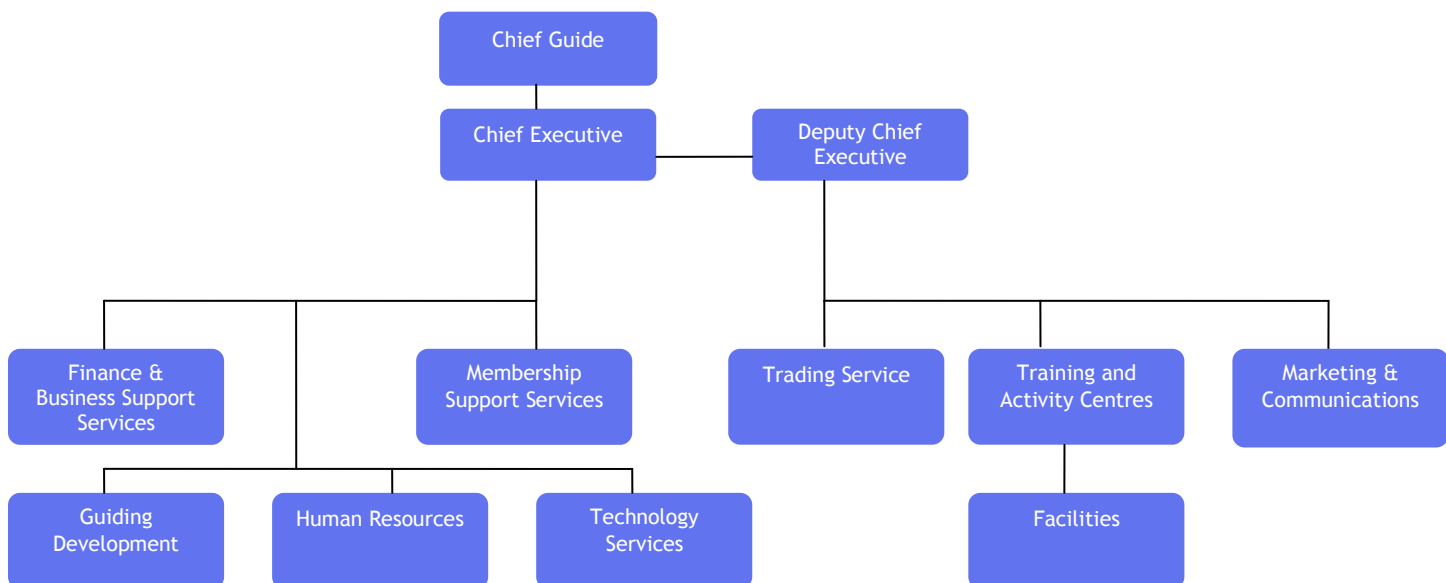
Thank you for your interest in the role of Fundraising Development Intern. This document provides information relating to the above vacancy and should be used for information purposes only. The information does not form part of the terms and conditions of employment.

Girlguiding UK

Girlguiding UK is the largest voluntary organisation for girls and young women in the UK, with more than half of the female population involved in guiding at some point in their lives. Through a range of exciting activities and challenges, we provide opportunities for our members to gain self-confidence and self-esteem within a safe, female-only space.

We have over 170 employees at our Commonwealth Headquarters in central London, Trading Service in Cheshire, and Training and Activity Centres throughout the UK.

Organisational chart



The role of Fundraising Development Intern

Girlguiding UK is recruiting a Fundraising Development Intern to work within the Fundraising and Marketing Team.

The Fundraising Development Intern will be required to support the activities of the Fundraising and Marketing team to generate income for projects that help the delivery of Girlguiding UK's Programme and Events work as well as the production and evaluation of relevant resources and project materials.

The post holder must have experience of MS Office, including Mail Merge, Word, Excel and PowerPoint, as well as experience of working within an office environment. He or she will need good organisational skills to manage a varied workload; excellent verbal and written communication skills; and the ability to prioritise workload to achieve the deadlines.

Applications

The closing date for applications is 13 February 2012. Please complete the Application Form and Equal Opportunities monitoring form and return either by post to Human Resources, Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT or by email to hrvacancies@girlguiding.org.uk.

Candidates will be shortlisted on the basis of the application form. Those who are successful at this stage of the process will be invited to attend an interview.

Unfortunately we are unable to give feedback to those who are not shortlisted; however, we will, if required, provide feedback to those who have attended an interview.

Interviews

Interviews will be held in the week commencing 20 February 2012 at Girlguiding UK, 17-19 Buckingham Palace Road, London SW1W 0PT.

Please note that it is not Girlguiding UK's policy to reimburse applicants in respect of travel expenses to attend interviews.

Job Description

Basic job details	
Job Title: Fundraising Development Intern	Reports to: Fundraising and Marketing Manager
Department: Fundraising and Marketing	
Overall purpose of job	
To support the delivery and income generation of projects in support of the work of the Programme and Events Team at Girlguiding UK.	

Main areas of responsibility
<ul style="list-style-type: none"> ➤ Support the activities of the Fundraising and Marketing team to generate income for projects that support the delivery of Girlguiding UK's Programme and Events work. ➤ Support the production and dissemination of Programme and Events resources and project materials relating to these income-generation activities.

Knowledge and skills
<ul style="list-style-type: none"> • Ability to work as directed, but with the capacity to think on their feet and take the initiative • Computer literate - experience of Word, Excel and PowerPoint • Previous experience of working within a Fundraising and/or Events team (highly desirable) • Effective and efficient administration skills • Previous experience of working as part of a team • Competent and effective verbal communication skills • Excellent attention to detail • The ability to work accurately and effectively under pressure, prioritising workload to meet deadlines

Problem solving
The post holder will be able to work as directed on a day-to-day basis but they will be proactive in seeking help from more senior members of the teams when problems are unprecedented.

Innovation
The post holder will assist the charity in its approaches to selected companies, trusts and foundations to secure funding for its Programme and Event activities. The post holder should have the ability to use their own initiative and make suggestions for activities, events and programme ideas that support Girlguiding UK's work.

Planning & decision-making

The person will work with both the Fundraising and Marketing team, and the Programme and Events team to ensure that timelines are met to deliver the projects and ensuring that work is prioritised appropriately.

Interpersonal skills

The post holder will establish strong working relationships with both teams and internal and external stakeholders, ensuring that the projects are funded and delivered to agreement and that the general administration for projects is carried out in a professional manner.

People development and leading

The person will not have any responsibility for developing or supervising others.

Monetary responsibility:

The person will have no monetary responsibility.

Additional information

Owing to the project-based, funding-dependent nature of the work, the person may need to undertake any other duties that may reasonably be required to fulfil the duties of this post.

Person Specification

<i>Criteria</i>	<i>Assessment</i>	<i>Essential or Desirable</i>
Skills		
Competent and effective verbal and written communication skills	Application/Interview	Essential
The ability to work accurately and effectively under pressure, prioritising workload to achieve deadlines	Interview	Essential
Computer literate, with knowledge of MS Office, including Word, Excel, PowerPoint and Mail Merge	Application/Interview	Essential
The ability to participate effectively in a team environment	Interview	Essential
Experience of		
Experience of office administration and working in an office environment	Application/Interview	Essential
Experience of delivering projects	Application/Interview	Essential
Experience of MS Office - Mail Merge, Word, Excel and PowerPoint	Application/Interview	Essential
Previous experience of working within either a Fundraising and Marketing Department and/or a Programme and Events team	Application/Interview	Desirable
Knowledge of		
Knowledge of Girlguiding UK	Interview	Essential
Knowledge of project management principles	Interview	Desirable
Knowledge of Fundraising/Marketing	Interview	Desirable
Knowledge of Girlguiding UK Programme Activities/Events	Interview	Desirable
Values		
Understanding of working in an equal opportunities environment	Interview	Essential
An understanding of and commitment to the aims of Girlguiding UK	Interview	Essential
Core Competencies		
Interpersonal skills	Application/Interview	Essential
Communication skills	Application/Interview	Essential
Personal effectiveness	Application/Interview	Essential

A = Application Form I = Interview T = Test

Terms & Conditions

Contract Type

This internship will be for a period of up to 12 months on a fixed-term contract.

Location

You will be based at 17-19 Buckingham Palace Road, London SW1W 0PT.

However, you will be required to perform your duties, on a temporary or permanent basis, from any other Girlguiding UK premises within a reasonable travelling distance of this location. You may be required to travel inside the UK on business of the organisation.

Salary/Rate

The salary for this role is £12,740.00 per annum.

Working Hours

Normal hours of work are Monday to Friday 9am to 5pm with one hour for lunch. However, you will be required to work at times other than and in addition to your normal hours of work.

Probationary Period

The post will be subject to a probationary period dependent on the duration of the contract.

Length of Contract	Probationary Period
Up to 3 months	1 week
Up to 6 months	1 month
Up to 9 months	2 months
Up to 12 months	3 months

Medical and Criminal Records Check

This post may involve access to young people and it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required to submit a criminal record disclosure application.

Employment is subject to satisfactory receipt of a medical check and a criminal record disclosure check. Upon successful appointment, you will be required to complete a medical questionnaire and CRB check.

Holidays

25 days' paid holiday pa plus bank holidays. This increases after two years' services as on 1 January to 26 days and then a further day for every two years of service, up to a maximum of 30 days for 10 years' service and above. Holidays and bank holiday allowance will be pro-rata for part-time and fixed-term employees.

Terms & Conditions

Notice Period

During the probationary period, the period of notice required is one week by either party; it will be subject to four weeks' notice thereafter.

Benefits

Pension Scheme

Upon completion of three months' service you will be eligible to join the Girlguiding UK Group Personal Pension scheme. The scheme is contributory. Full details are available from Human Resources.

Interest-Free Season Ticket Loan

You may apply for a loan to assist you with your journey to work upon successful completion of the probationary period.

Simply Health

You will have access to a voluntary healthcare plan that provides cash to employees to cover the cost of everyday healthcare, dental and optical bills.

For more information regarding the employee benefits at Girlguiding UK, please refer to the Employee Benefits Guide in the benefits section of the website.