

Internship opportunity with Kairos WWT

Fundraising and Research Intern

Kairos Women Working Together (WWT) believes in the value and dignity of all women. We aim to increase the life-chances, choices and wellbeing of women caught up in prostitution, affected by or at risk of sexual exploitation in Coventry. We collaborate with women to support them, focusing on safety, stability and self-belief.

We are looking for a female **Fundraising and Research Intern** to join the office team one day a week, working alongside the Director. You will help generate funds for Kairos' work and projects, as well as assist in raising the profile of the organisation through marketing activities. The role will provide a range of experiences for someone wishing to pursue a career in the charity sector or relevant fields.

Principal responsibilities:

- Researching new or ongoing funding opportunities through online databases, sector press and subscription services
- Maintaining accurate and comprehensive records in relation to all fundraising and marketing activity
- Support the Director to develop funding proposals and information to use in proposals, and reports to funders
- Generating and posting content for social media and other marketing opportunities that may arise
- Providing general administrative support as required

Suitable candidates will have:

- A commitment to the values and ethos of Kairos WWT
- Strong communication skills, being highly competent in written English language
- Excellent attention to detail, organisational and time management skills with the ability to manage a varied workload
- Numerate with ability to understand basic financial information
- Good working knowledge of Microsoft Word and Excel
- Highly motivated and happy to work on your own initiative on a variety of tasks as requested
- Commitment to strictly adhere to Kairos confidentiality and data protection policies

Hours: 7 hours a week, to be used ideally on one day of the week, or can be split over two days (Monday – Friday, to be agreed with the Director).

We are looking for a commitment of 4 months or longer, starting from mid-September 2018.

Location: To be initially based at Kairos WWT's office at St Peter's Centre, Charles Street, Coventry, CV1 5NP. This role can be home based after training and induction, at the discretion of the Kairos Director, if you have a suitable working at home space. Candidates must be able to travel to Kairos offices at least initially.

Expenses: Volunteer expenses can be reimbursed, in accordance with the Kairos expenses policy, which can be supplied upon request.

How to apply: Please complete the internship application form which is available on our website or by email from admin@kairoswwt.org.uk. Potential applicants will be invited in for an interview. Please note due to the location of the role being based for some of the time at Kairos offices (a women-only safe space), and training/induction sessions involving meeting service users, this role is only available to female applicants.

Please send your application to Rosie Hart at rosie@kairoswwt.org.uk

If you have questions, please email Rosie or telephone 02476 559550

Please note: By applying to Kairos and submitting your information, in accordance with the Data Protection Act 1998 and the General Data Protection Regulation 2018 you consent to Kairos WWT processing personal data contained in your application form and other data which Kairos WWT may obtain from you or other people, for the purposes of recruitment and selection for the voluntary role, including contacting the referees you nominate. You consent to the processing of personal data in connection with Equal Opportunities monitoring.