

**IMAGINE
FUNDRAISING 12 MONTH INTERNSHIP**

Job Title:	Fundraising Intern	No. of Vacancies:	1
Job description - Tasks:			
The internship will provide practical hands on experience in a wide range of fundraising activities, including:			
<ul style="list-style-type: none"> • Trusts & grant research and bid writing • Corporate fundraising • Online donations • Sponsored events • Monitoring and reporting on fundraising activity • Researching, monitoring and evaluating fundraising opportunities and providing regular reports • The opportunity to contribute to the organisations fundraising plan • Supervision from an experienced fundraiser will be provided. 			
Person Specification			
Essential Criteria:			
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • IT literate (Word Excel Email & internet search as a minimum) • Ability to assess and assimilate a large amount of information and sift and summarise the relevant points • Enthusiasm and commitment with "Can do" attitude • Willingness to work as part of a team and on own initiative • Graduate (or about to graduate) 			
Desirable Criteria:			
<ul style="list-style-type: none"> • Fundraising experience • Experience of work (paid or voluntary) in the charity sector 			
Training on Offer:			
Relevant training through the Institute of Fundraising, including 12 months membership of the Institute will be provided			
Additional Information:			
This is an ideal development opportunity for someone who wants a career in Charity fundraising in particular or the Charity Sector in general. A travel pass and lunch expenses will be provided			
Pay:	This is an Internship Travel & lunch expenses	Holidays:	4 weeks unpaid leave + public holidays
Trial Period:	1 month	Closing Date:	Mon 23 rd Jan
		Possible Start Date:	Feb 2012
Days & Times of work: Mon – Fri 9.30-5.00			
12 month internship ideally full time 37.5 hrs (Mon – Fri) but 30 + hrs would be considered for an exceptional candidate			
How to apply: By application form downloadable from www.imaginementalhealth.org.uk/jobs posted to Peter Rainford at Imagine 25 Hope St Liverpool L1 9BQ or by e mail to: prainford@imaginementalhealth.org.uk			