

Citywise Manchester Fundraising Internship 2019-20

Role Description

Introduction

A Fundraising Internship with Citywise will give one candidate the opportunity to gain valuable and wide-ranging experience within the youth alternative education sector. **Their main focus will be the planning and delivery of our local fundraising events in 2019-20.**

About Citywise

Citywise is transforming young lives through the power of character mentoring. We work with schools and families to help young people unlock their potential, flourish in all areas of their lives, and contribute positively to their communities. We work hard to gather support from diverse income sources so that our work can always be offered at no cost to the families involved.

About the role

The intern will assist the Manchester Director with key fundraising tasks: helping us grow our supporter base, preparing funding applications, spreading the word about our work and most importantly assisting with the planning and delivery of fundraising events. Specific responsibilities:

- Assist with the planning and delivery of core fundraising events including:
 - Great Manchester Run: May 24th 2020
- Help develop a plan for other local fundraising activities
- Research and draft small-scale funding applications
- Support the Citywise student societies with other small-scale, student-led fundraising activities throughout the year

Dates of the internship: November 2019 until May 2020

Times of the internship: Average of 4 hours/week. As you are working in a voluntary capacity, it is understood that your availability for Citywise work will be affected by other commitments. Please communicate with us regarding your availability on a weekly basis.

Location of internship: Citywise, 6 Oxford Place, Manchester, M14 5RZ

Main areas of Responsibility

Key fundraising campaign in 2020

Every year we run a fundraising campaign focussed around the Great Manchester Run. This year this will take place on the 24th May 2020. We encourage and empower our student volunteers as well as other supporters and members of the Citywise community to take on a fundraising challenge by joining the event. Volunteers create their own fundraising page on Just Giving and raise funds for and awareness of our work by sharing this with their friends and family.

Other fundraising events and activities

Both Citywise and the student society at the University of Manchester run other fundraising events, such as fundraising dinners and bake-sales. We have previously held fundraising events in stores such as LUSH. These events are so important for raising both funds and awareness. We also rely heavily on grants from a wide variety of funding bodies. As part of your internship you will support us by researching and drafting small-scale applications to suitable funders.

Supporting other charity activities

The intern will also have the opportunity to learn about many of the other aspects of charity life: administration, marketing, volunteer recruitment and management. They will be line-managed by the Manchester Director and will sit in on team meetings and other appropriate meetings.

Key Activities

Events: Helping to plan and administer our annual peer-to-peer fundraising campaign with mentors and supporters. Support the University societies' fundraising events (bake sales etc)

Funding opportunities: Engage with current and explore further corporate partnerships such as the Co-op store and LUSH. Among our Manchester supporters, promote other ways to easily help fund Citywise's work, e.g. 'Give Your Birthday', or the various 'Give As You Live' platforms.

Funding: spend time learning about Citywise's funding structure, look for funding opportunities, and help draft applications ahead of funding deadlines.

The intern will receive support in all of the above activities. As a mentoring charity we work with many university student volunteers who we train as mentors and who receive mentoring from the staff team to support their own learning, training and employability.

Skills and experience required

- Preferred but not required: Experience volunteering on a Citywise project
- A passion for the vision of Citywise
- Hard working with a positive attitude
- A willing attitude to learn and an ability to communicate well in a small team
- Willingness to join in any task as required in the varied life of a small charity