



## **Willow Volunteer Intern Opportunities**

### **Objective**

Several intern roles are available to support Willow's fundraising, communications, events and administration to maximise income for special days.

### **Project Supervisor**

Managers within Willow's teams running major events, developing income in major giving and supporter fundraising and communicating Willow's activities and services in print and digital media.

### **What is involved?**

You will operate in one or more of Willow's teams providing support in fundraising, marketing or communications. Intern roles at Willow are not a means of getting routine tasks done effectively and efficiently; rather they provide genuine opportunities for introduction to a professional charity environment, to learn and apply practical skills and to support the provision of special days. Willow's fundraising, communications and events are successful and exciting and involve engagement with the wide range of high profile and inspiring people who support the charity.

### **How will you benefit?**

You will work with a range of high quality Willow professionals and undertaking meaningful roles in support of special days. Willow is a charity that operates with a much higher profile than might be expected, and in turn its special days have far greater impact than might be imagined. You will have the opportunity to gain direct experience in many aspects of the Willow's activities including research, supporter care and communications and project management.

### **Who would it suit?**

You will need to be bright, ambitious, creative and resourceful – highly numerate and literate and able to work with great attention to detail. Skills and experience in digital communications will be a definite asset. You will represent Willow to important and sensitive external audiences, so you will need to act with total professionalism and appropriateness.

### **Logistics**

Intern roles are available immediately and can be for a minimum of four weeks up to six months. For longer intern appointments we will ensure that opportunities are available to work in more than one area of the charity's activities. Roles will be based in Willow's office in Welwyn Garden City (with some potential for work from its London office).

To apply please contact [jo.tredgett@willowfoundation.org.uk](mailto:jo.tredgett@willowfoundation.org.uk) with your CV and a short cover note explaining why you are seeking this opportunity.