



# International Nepal Fellowship

## Internship Opportunity

<b>Title:</b>	Fundraising and Admin Intern
<b>Reports to:</b>	CEO
<b>Purpose:</b>	A voluntary role to give the position holder experience in a small NGO in order to benefit their career development as well as helping to raise funds for projects in Nepal
<b>Period of internship:</b>	6-12 months
<b>Hours:</b>	Full or part time would be considered
<b>Payment:</b>	This is a voluntary post but travel and out of pocket expenses will be paid
<b>Location:</b>	Edgbaston, Birmingham

### Background to INF

INF is an international organisation with offices in North America, New Zealand, Australia and the UK as well as in Nepal.

The INF/UK office is based in Birmingham. Its main function is to support INF/Nepal's health and development work by generating prayer support, raising money to help fund its projects and by sending skilled volunteer workers to mentor and train Nepali counterparts to take on full responsibility for the project work.

We are a Christian mission called by God to serve Nepali people. We are involved in health and development work with Nepal's government, non-government organisations and local communities.

INF's district-based, integrated programmes include:

- hospital and rehabilitation services for people with disabilities
- TB and leprosy clinics
- Facilitating health and development within marginalised communities
- HIV / AIDS education, testing, counselling and care
- medical camps
- work among displaced people
- assistance for organisations working for people with disabilities

As well as seconding personnel to INF Nepal we second personnel into government institutions and other organisations to provide health services training. We encourage Nepali churches, and work among the Nepali Diaspora.

### **Structure of the Internship:**

Ideally the role is a full-time, temporary role designed to give the intern a range of skills and experience, a typical week could be broken down as follows:-

- **Project work:** Average of 2 days per week: This will allow the intern to develop skills in application writing and reporting to funders.
- **Other areas of fundraising:** Average of 1 day per week. This will allow the intern to build communication skills and learn more about the other areas of fundraising within the organisation.
- **Office Administration:** Average of 2 days per week. This will include dealing with incoming and outgoing post and emails, organising transport and other administrative tasks.

We recognise that the intern may need to have an outside job that provides an income or may just wish to volunteer on a part time basis, because of this we are open for the role to be on a part time basis for the right applicant.

### **Principal responsibilities**

1. To identify, research and build funding relationships with small-medium sized trusts and foundations.
2. To ensure that existing and new relationships with funders are managed and maintained appropriately, as per their requirements.
3. To research new funding opportunities through online databases, sector press and subscription services.
4. As required, to work with other teams within INF to develop funding proposals and reports.
5. To help maintain information on INF Nepal's funding priorities.
6. To maintain accurate and comprehensive records - including the database and relevant spreadsheets.
7. To keep donors informed of the outcomes of their giving, by the sending of regular reports and accounts.
8. To provide general administrative support for the INF office.

### **Professional Development**

This internship will provide essential skills and experience in fundraising for those looking to enter an increasingly competitive charity sector.

An entrance interview will be conducted to identify areas/skills that the intern would particularly like to develop or in which they feel they need additional support.

Based upon needs and interests and the demands of the role, additional training may be given through coaching & mentoring from colleagues; and attendance at seminars or special interest groups.

If an applicant commits to stay beyond 6 months (min 3 days pw) a field trip to Nepal, to experience INF's work first hand, will be discussed at interview.

### **Other benefits**

Professional references on successful completion of placement.

### **INF's Christian ethos**

INF's identity as a Christian organisation is central to its ethos and work.

Under the Employment Equality Regulations 2003 some posts in INF have been identified as having a Genuine Occupational Requirement (GOR) for the post holder to have a personal commitment to the Christian faith. For an intern post there is **no** GOR for the post holder to have a personal commitment to the Christian faith, but there is a need for the post holder to be committed to working within, and wholeheartedly in support of, INF's Christian ethos, values and purpose. This will include attendance at prayer meetings.

### **Values**

The highest priorities of INF are to:

- Put our faith in God and not in our own strength.
- Give the highest standards of service to our members and supporters.
- Support and value each member of our team.
- Seek new ways to add value to each aspect of our work.
- Keep bureaucracy as light as possible.

### **Person specification**

1. An interest in international development and/or Christian mission.
2. A desire to have experience working with an international NGO in order to further your career.
3. Degree level education or equivalent.
4. Strong written and verbal communication skills.
5. Numerate with ability to understand basic financial information.
6. Excellent interpersonal skills with an understanding and experience of working with a wide variety of people including those based in other countries with different cultures.
7. Able to think laterally and produce original materials.
8. Excellent attention to detail.
9. Ability to work flexibly in a team with enthusiasm and commitment.
10. Finisher/completer approach to work.
11. Highly competent using Word, Excel and PowerPoint.
12. Excellent organisational and time management skills with the ability to manage a varied workload.
13. Highly motivated and happy to work on your own initiative on a variety of tasks as requested.
14. Prepared to undertake all tasks required in this small NGO including, for example, answering the phone, opening the post, booking travel, mailing.

**Hours:** Normal working hours for the INF/UK office are 8.30am to 5.00pm, Monday – Friday, with one hour for lunch. Ideally the intern would work hours that mirrored office hours but this will be discussed and decided upon in consultation with the successful applicant.

**Holidays:** Intern holidays should be agreed in consultation with the Personnel Manager.

**Application procedure:**

Please send a CV and cover letter stating why you are interested in the position, what you can bring to the role and how you fulfil the person specification above, giving examples where possible. Please also indicate whether you are looking for a full time or part time role, and if part time, what you are offering.

Email applications to Judith Mackay, [personnel.manager@inf.org.uk](mailto:personnel.manager@inf.org.uk)

Telephone contact: Judith Mackay, ++44 121 456 3315

**Closing date for applications: 24<sup>th</sup> August 2010**