

Fundraising and Communications Intern

Ataxia UK has an exciting new internship that offers volunteers the opportunity to have a real, hands-on experience working directly with a national charity. We are looking for an enthusiastic individual who will help us to raise funds and awareness for the charity to allow us to continue our essential work.

What is ataxia?

Ataxia is a life-limiting, progressive neurological condition.

Ataxia means 'lack of order', because it gradually makes you lose control of your body. People with ataxia have problems with balance, speech, and co-ordination. This is because parts of the nervous system that normally control co-ordination and balance are affected. Ataxia is progressive, meaning it gets worse with time, until people become entirely dependent on others for all their needs. There is currently no cure.

What is Ataxia UK?

Ataxia UK is the national charity for people affected by ataxia.

Ataxia UK has been supporting people with ataxia and their families for over forty years now. We provide unique services and support, including a dedicated helpline and advocacy service; events and conferences where people can meet and share information; welfare grants; a quarterly magazine; a website with lots of information and a discussion forum; publications, films, and reports. We offer free membership and vital support from the difficult time of first diagnosis through all the challenges people with ataxia face.

Although we are a small charity, Ataxia UK has over the past five years raised and granted £3 million for research into ataxia. As well as supporting people with ataxia, the money that we raise goes straight to funding world-class research into treatments and a possible cure. Every day our researchers are working on projects that lead us closer to the hope of a cure for ataxia.

Where?

- Lincoln House, Kennington Park Road, London SW9 6DE
- Zone 2, close to Oval on the Northern Line.

When?

- 3 days a week for 3 months is the ideal commitment we are looking for
- Some evening and weekend work may be included

What will I be doing?

There will be a variety of opportunities to contribute to our fundraising team, but the day-to-day tasks will include:

- Writing thank-you letters for all funds received
- Helping to support our fundraisers, from skydivers to marathon runners
- Encouraging applications for sporting events, providing support with materials, ensure sponsorship monies paid in.
- Managing stocks of merchandise and administering any orders
- Issue and control collecting tins.
- Encouraging new members to get involved with fundraising
- Encouraging new fundraisers to become members
- Contribute to special fundraising initiatives, e.g. special events
- Contribute content for our magazine and website, sourcing pictures from fundraisers
- We will also be happy to hear your own ideas for developing our fundraising function

What skills should I already possess?

- Energetic and able to work on own initiative and under supervision
- Excellent written and oral English
- Strong interpersonal skills, a good team player.
- Good attention to detail
- Competent in Microsoft Word and Excel
- Able and willing to learn new skills
- Ability to take a sympathetic and patient approach when dealing with our members
- A willingness to travel to fundraising events and a flexible approach to working hours is required
- Discretion in handling sensitive information
- Support for the ethical use of animals in medical research and human embryonic stem cell research

What skills will I develop?

During your internship we will help you develop a variety of skills that can be used to further your career in the voluntary sector. These include, but are not limited to:

- A working knowledge of the UK charitable sector, relevant laws and best practice
- Donor acquisition
- Relationship fundraising
- Event organisation
- Marketing
- Raiser's Edge use

How will you support me?

You will be supported in a number of ways by the Fundraising Manager and Events and Conferences Officer. You will receive:

- Reasonable travel and subsistence expenses
- A certificate upon completion of your internship
- Professional references
- Assistance with looking for jobs in the sector
- Training and coaching
- A supportive, challenging placement
- A fun, rewarding, enriching experience