



Role Profile

Title: Message Partnerships Intern

Location: HQ Manchester

Hours: Full-time

Date: September 2017

Grade: Intern

Responsible to: Head of Partnerships

Internal primary working relationships: Partnerships

External primary working relationships: All supporters and potential supporters, venues, caterers and external event suppliers.

Message Partnerships Intern

We have an opportunity for a confident and passionate person to be trained and developed in our partnership department, specifically in events planning and execution. We run many fundraising and ministry events over the year from small and highly exclusive dinners to large gala dinners. We would like to train someone in both the coordination and participation of our 2017/18 event calendar. You will be exposed to all areas of the well-established Partnerships team and will be treated as one of the team. You will be given goals to achieve in line with the fundraising strategy and expected to also participate in all team activities.

You can develop:

- Your skills in event planning and delivery
- Your communication skills in a variety of forms
- Your skills in database management
- Good practice skills in how to develop and maintain partnerships
- Your portfolio of events
- Your skills in working within a team

The Partnerships Intern will be learning and shadowing within the team that has responsibility for:

- Coordinating and planning fundraising events
- Supporting with social media management of events
- Drafting events communications
- Gift processing
- Making Gantt charts for events
- Researching venues and concepts
- Working the events
- Maintaining events inventory equipment
- Assisting with the maintaining of the events database (Raisers Edge)

For this role, we are seeking a confident, outgoing person with a passion for God and a desire to enter into an events role in the future. Because of the culture at The Message and the multi-faceted nature of the role, it will be demanding, requiring diligence, careful attention to detail and good time management. In line with the culture of the Partnerships team, this person will also be a positive, proactive team-player motivated by a desire to serve God and others generously.

By the nature of the role some evening and weekends may be required and you may be occasionally required to travel and stay overnight outside of Manchester.

Additionally, this person will need:

- Good people skills, with the ability to deal well with all kinds of contacts, including complaints and 'dissatisfied customers'
- An excellent telephone manner
- Strong IT skills and experience of using business systems, ideally databases
- The ability to manage your own time and tasks against competing priorities
- A commitment to the vision of The Message Trust

Confidentiality:

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Note

This role profile is not exhaustive and amendments and additions may be required in line with future organisational changes.

A job is not guaranteed at the end of the year but the skills and experience you pick up with us will help you as you grow into more of what God has for you.

Demand is likely to be high for this role, so please make your application as strong as possible – starting with a letter explaining why you are suitable for your chosen role, and any supporting materials you think will help to show your skills in the best light.

Applications to hr@message.org.uk

Interns terms and conditions

- Internships are offered Message Trust for a twofold purpose;
 - For the Intern to gain experience in their field, to become more equipped for future opportunities and to experience a working environment.
 - For the organisation to get the enthusiasm, commitment and output from a person who is keen to learn and grow and to support the work we do.
- We aim to develop any interns in their team environment. personal reflection, regular monitoring of progress, identification of areas where development is needed and appointing a suitable mentor.
- All interns will be asked to provide two referees.
- We encourage all interns to raise financial support from friends, family, church visits etc.
- Interns do not have a formal contract detailing, hours and leave etc. This means that there is no set amount of time an intern can be off in a year, and no set hours that they are compelled to work. However the practice of working regular hours and accepting responsibility for being present every day is part of intern development.