

## Volunteer Internship

### Christmas Parties Fundraising Intern

**Full time / Part-time:** Part or full time hours – negotiable  
**Dates:** Starts September 2011 for 5/6 months  
**Reporting to:** Mobilisation Coordinator  
**Location:** Viva's Oxford office (ICO)

## Background

Viva is an international Christian charity that is focussed on mobilising people to work together for children at risk. We are connecting, training and supporting thousands of people and projects through 44 city-wide networks across Latin America, Africa and Asia. Together we are changing the lives of over 1 million children around the world. See [www.viva.org](http://www.viva.org) for more information.

With networks all over the world, Viva can touch the lives of thousands of children at risk at Christmas time, a time that many children spend sad and lonely. Since 2003 our networks of children at risk projects have been organising Christmas parties full of fun and games, delicious food, the chance to hear the Christmas message and a gift for each child. In 2009 there were 100 parties with over 20,000 children attending, 1/3 of which were new to the projects organising the parties, projects that can support them into the future.

Beyond the fun, Christmas Parties are a vital tool for Viva. They help us to develop sustainable projects, as Christmas Parties give us the opportunity to invite new children into our projects for the first time. Furthermore, they are a fun way to bring whole communities together around the issues of children at risk which has led to many on-going partnerships.

## Job Purpose

This is a great opportunity to gain insight into both the work of an international development charity and obtain invaluable experience in fundraising. You will provide a vital role within the team and gain a variety of skills in both marketing and event organisation. As a smaller charity, we are able to offer you the opportunity to become fully involved in all aspects of fundraising; as you provide important support to a specific campaign you will develop an understanding of the processes involved in creating momentum behind a key annual campaign, Christmas Parties, which we hope will provide you with vital experience for future employment.

Your role is to help organise, promote, and administer the UK fundraising efforts for the 2011 Christmas Parties.

## Key Responsibilities

Depending on the intern's skills and time available, they will have the opportunity to be involved in the following tasks:

- Promoting the 'Host a Party' Pack and Christmas Card/Gift product to a range of new and existing supporters including previous donors, churches, companies, and schools
- Helping coordinate mailings of materials to different groups
- Managing the stock of fundraising materials and support any events as required
- Ensuring that thank you letters are sent promptly to donors
- Keeping the database up-to-date with fundraising contacts and the status of their giving
- Dealing with any Christmas Party- related enquiries from supporters either by phone or in writing

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## Person Specification

### Skills and Experience

- Excellent interpersonal skills and preferably, excellent presentation skills
- A people person with a great telephone manner and an ability to connect with our supporters
- Good written and verbal communication skills
- Good organisational skills
- Excellent attention to detail
- Proven IT skills (MS Office Suite) and, ideally, with experience of using CRM databases.

For the ideal candidate, this role can be flexible and we would be willing to explore your skills and experiences to develop a role that would be mutually beneficial.

### General Qualities

- Identification with and sympathy for the Christian aims and values of Viva
- Self-motivated, pro-active, and flexible
- Reliable and committed
- Team player
- A heart for vulnerable children

## Terms and Conditions for Volunteers

It is a requirement of all volunteers that they abide by Viva's Health and Safety Policy, the Values and Code of Conduct, and our Data Protection and Child Protection Policies.

## Contact

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