



STONYHURST

Job Description

Job Title: Development Team OS Intern
Department: Development
Line Manager: Development Manager, who in turn reports to the Deputy Head (External)

Description of the Internship:

The Development team is a crucial department in the future planning of the school, managing capital, bursary and legacy campaigns along with donor care.

The Development Team OS Intern will play a vital role in supporting the Development Team to develop innovative and creative opportunities to improve and strengthen relationships between the College and OS community, with a particular focus on OS who have left the College in the last five years.

The post holder will fully assist the Development Manager and the Development Officer with the planning and delivery of specific fundraising campaigns and with managing the day-to-day administration of the office. You will also work closely with the wider External Affairs Team, particularly the Foundation Manager.

Key Tasks and Responsibilities

- To support the Development Manager & Foundation Manager contributing to the department's strategic aims.
- To assist the Development Officer, managing the day-to-day workload of planning specific engagement events with OS and the wider College community. This will include:
 - Research event venues and caterer and get quotes.
 - Work with Development Officer to plan events using spreadsheets and gaining budgetary experience to ensure that these events stay within given budgets.
 - Booking the events.
 - Provide support in sending mailings and invitations, using print media and e-comms as appropriate.
 - Devising engagement strategies to encourage uptake at these events, focusing on e-comms.
 - Ensure the supporting communications programme is delivered.
 - Design invitations & marketing materials.
- Becoming familiar with the Raisers Edge database used by the Development Team, maintaining the database, recording attendance at events and payment details where appropriate.
- Help with development team administrative duties, including organising donor files and documents.
- Assist with planning major fundraising events.
- Treat confidential information with respect and work discreetly.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Work flexibly as is necessary within a small department and perform such other duties as may be required from time to time by the Development Manager within the contract of the job.

PERSON SPECIFICATION

DEVELOPMENT TEAM OS INTERN

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Educated to degree level or equivalent	D	AF / I
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven experience of establishing good relationships, face to face or over the telephone	D	AF/I
Proven experience of fundraising, charity involvement	D	AF/I
Experience of, and proficient in, Microsoft Office software	E	AF/I
Strong communication, organisation & research skills	E	AF/I
Proven experience of successful event management, including budget responsibility	E	AF/I
Experience of project management	E	AF/I
Experience of managing a budget	D	AF/I

Experience of using social media in a professional context	D	AF/I
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent research and analytical skills.	E	AF/I
High-level verbal and written communication skills.	E	AF/I
The ability to manage priorities, plan, work on concurrent projects & deliver high-quality results to meet agreed deadlines.	E	AF/I
Excellent interpersonal skills & proven ability to establish and maintain good relationships with a diverse range of people.	E	AF/I/R
Able to work and deliver under pressure and problem solve with confident and effective decision making skills.	E	AF/I
Diplomatic and discreet with experience of dealing with sensitive and confidential matters.	E	I/R
Willingness to work flexibly on occasions.	E	I/R