

Internship Role Description

Team:	<p>Name of Team: Communications and Fundraising Team</p> <p>Responsible to: Initiatives Co-ordinator</p> <p>Other key working relationships: Communications Manager, Supporter Relations Co-ordinator, Office and Resources Co-ordinator</p>
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Summary:	<p>Summary of role</p> <p>Working on projects which enable us to engage with and grow Interserve's supporter-base, raise awareness about global mission and equip Christians for ministry.</p> <p>Growing skills and building experience through a learning and development programme.</p>
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Role	<p>Include main tasks</p> <ul style="list-style-type: none"> • Project Work – Working alongside the Initiatives Co-ordinator and at times taking the lead on various projects, such as; prayer projects, resource creation and video projects. • Communications Content Creation – Helping to run Interserve social media channels, creating, writing and editing visual and written content, working on Interserve's Go Magazine and prayer materials. • Supporter Engagement – Working with our Supporter Relations Co-ordinator to create fundraising campaigns and to connect with our supporters. • Representing Interserve at events • Working with our Office and Resources Co-ordinator as they support the office team and manage our Resource Centre. • Engaging in a learning and development programme throughout the year, supported by a mentor. Includes working to a Personal Development Plan and visiting some of our community members who are serving among Asian and Arab peoples in the UK. • Building a supporter base who can pray for and support you. <p>Other tasks:</p> <ul style="list-style-type: none"> • Attending and participating in Christian worship and prayer on a regular basis; this may include being asked to lead/help lead prayers • Accepting any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve • Participating in a Staff Review Process, agreeing and reviewing objectives in conjunction with the line manager. <p>Location:</p> <ul style="list-style-type: none"> • Birmingham office and home working
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