

Job description: Art for Youth London Intern

Duration: 2-months, Part time (3 days a week)

Salary: £1,425.60 for 2 months

Location: Flexible with London base

Reporting to: Fundraising Event Manager

Department: External Relations

Key working relationships: Event Managers, Event Co-ordinator, Head of Engagement, colleagues across the organisation, supporters/funders/sponsors, young people, partners, external agencies/contractors/suppliers.

Purpose of the job

As the Art for Youth London Intern, you will be responsible for providing co-ordination and administrative support to the Fundraising Events Manager and Events Co-ordinator, to help deliver a successful fundraising event and assist with the stewardship of the artists, committee and event attendees.

Provide strong administrative support and assist in the tasks leading up to and at the event. Assist with communicating with the different stakeholders and suppliers and help in the smooth running of the event.

Key responsibilities

- Provide coordination and administrative support to the Fundraising Event Manager and Event Co-ordinator in the successful planning and delivery of Art for Youth London
- Assist in sending out comms to external stakeholders
- Assist Fundraising Event Manager and Event Co-ordinator with management of data and accurate record keeping
- Assist in booking and liaising with suppliers
- Assist in the checking of data and administration of the artists and art work
- Assist with dealing with queries from artists, guests and the committee
- Work during the event and assist the Fundraising Event Manager and Event Co-ordinator on site (Monday 31 October to Saturday 5 November 2022)

Intern behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach.

Person specification: Art for Youth London Intern

Experience

Essential:

- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint

Desirable:

- Some experience of events and/or fundraising
- Providing administrative and co-ordination support in similar organisation
- Experience of working in a busy team and organisation

Knowledge, skills and understanding

- Knowledge of the events and/or fundraising sector
- Knowledge and understanding of the needs of young people, the youth sector and UK Youth
- Excellent interpersonal skills including relationship building, influencing and negotiating with a wide range of people, using tact and diplomacy
- Excellent organisational skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently

Personal qualities

- A 'can-do' and flexible approach with ability to adapt to changing priorities, including a willingness to travel and work occasional evenings and weekends when necessary
- Outcomes-focused and target-driven
- Ability to work independently and within a team
- Passionate about supporting young people
- Honesty and integrity
- Brave and ambitious
- Open to new ideas and creative thinking

How to apply

If you would like to be considered for this fantastic opportunity, please send a CV together with a one-page supporting statement to hr@ukyouth.org. Please ensure that your application fully addresses the criteria in the person specification. / If this sounds like the right role and organisation for you, apply by our anonymised recruitment system Applied, we are unable to accept applications directly. Your application may not be considered if it is not submitted through Applied platform.

- Closing date for applications will be **Wednesday 14th September at 12pm**
- Interviews will be held on **Wednesday 21st September**

These dates may be subject to change and applicants will be advised in advance should this happen.

Want to find out more?



If you have any questions or would like to discuss the role further, please do not hesitate to get in touch with our People team at hr@ukyouth.org.

As this role involves working in a regulated environment with young people, any offer will be conditional to satisfactory receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our [Data Protection Privacy Notice](#) which explains what data of yours we process and how we use it.