

## Festivals Intern: Role description and person specification

**Location:** Portland Square, central Bristol

**Closing date:** midnight, Sunday 30<sup>th</sup> April 2017

**Interviews:** week commencing 1<sup>st</sup> May 2017

**Start date:** early-mid May

**Work pattern:** we ask for a commitment averaging two days per week, for six months. Due to the nature of festival work, this will involve some stretches of consecutive days on-site. Exact working days will be discussed and agreed between the intern and their line manager.

**This is a voluntary internship, with reasonable travel and lunch expenses covered.**

### About Temwa:

We work to bring about sustainable community development in remote, rural areas of northern Malawi – one of the poorest countries in the world. We achieve this by training villagers in sustainable agricultural techniques; planting trees to combat the devastating impacts of deforestation and climate change; running HIV testing clinics and working to combat the associated stigma; funding students through their secondary school education; and providing microloans to small-scale businesses.

Most of our team is based in Mzuzu, northern Malawi, from where we manage and run all our projects. Our UK operations, focusing mostly on fundraising and communications, are based in central Bristol. We're a small team, comprising two full-time and three part-time members of staff, alongside between two and four part-time interns.

### Internship overview:

We're looking for a highly motivated and committed intern, with a passion for international development, to support us in delivering our programme at festivals over the 2017 season.

This is a great opportunity to join a small, friendly team and gain invaluable experience of working in the charity/NGO and festival/events sectors. As a key member of the team, you'll have real responsibilities and will be able to apply your existing skills and experience to our organisational mission, whilst developing your skillset and enhancing your CV.

### Key duties:

Supporting the Events Coordinator with the management and delivery of our festivals programme, including:

- Formulating creative ideas
- Managing logistics and communications with each festival, including pre- and post-event
- Liaising with suppliers
- Recruiting and managing a team of volunteers to help at festivals
- Working alongside the Events Coordinator to generate income and awareness at festivals
- Collating content for marketing and promotional purposes, including for the web, social media and PR
- Maintaining accurate records and budgets

Supporting the overall running of our small but busy fundraising office, including:

- Ensuring all new contacts are added to the organisational database, and existing ones are kept up-to-date
- Supporting the rest of the team with ad-hoc tasks when necessary

**Experience, knowledge and attributes required:**

**Essential**

- Demonstrable interest in international development, with a passion for and belief in Temwa's objectives
- Strong communication skills, both written and verbal
- Strong all-round ICT skills, with proficiency using MS Office (including Excel) and web-based applications
- Passion for, and interest in, the UK festival scene
- Great interpersonal and teamwork skills, with the ability to work successfully alongside people at all levels
- Reliable, proactive and self-motivated attitude, with the ability to take the initiative and work independently when needed
- Well-organised approach to work with excellent time management, with experience of working to tight deadlines

**Desirable**

- Experience of working or volunteering with a charity or NGO
- Experience of using social media in a professional context
- Experience of working or volunteering at festivals or similar large-scale events
- Experience of recruiting, managing and motivating teams of volunteers

**How to apply:**

Please send a CV (2 pages maximum) and covering letter (1 page maximum), outlining why you're interested in this role and how you meet the person specification above, to [info@temwa.org](mailto:info@temwa.org). If you have any questions, or to discuss informally, give us a call on 0117 403 1426.