Internship (10 weeks)

JOB TITLE: Fundraising/Cardiff 10K Executive

REPORTING TO: Head of Fundraising

RESPONSIBLE FOR: Project management and administration

SALARY: £300 per week (£3,000 in total for placement)

ABOUT KIDNEY WALES

Kidney Wales Foundation is 50 years old. Kidney Wales is a leading and progressive UK charity. Kidney Wales’s strategic aim is to support patients and families and to promote excellence in renal research.

It campaigns for better provision for patients and recently campaigned to have a new law on organ donation in Wales. The Campaign to increase organ donation began in 2007 and the new law will came into force on 1 of December 2015 with global attention.

It holds quality events such as Walk for Life and the Cardiff 10k which is a first class UK event in the running calendar .

Kidney Wales provides a high quality focused approach to fundraising for renal research, care and education which is responsive to the needs of clinical institutions, patients and their families by:

* Aiming to increase organ donation for those waiting
* Investing our funds in new services, facilities and equipment as part of an on-going programme that will give added value to statutory funding
* Working in partnership with other organisations to share expertise and good practice
* Develop innovative programmes in renal research for the benefit of renal patients in the Welsh community
* Recruit, retain and invest in the professional development of high calibre staff
* Ensure financial viability and the efficient use of resources.

Kidney Wales’ key activities and objectives consist of charitable fundraising and the provision of those funds for the relief of people living in Wales (and elsewhere in Great Britain as the Trustees may from time to time decide) who are suffering from renal disease.

Kidney Wales achieves this by:

* The promotion, provision, maintenance and improvement of kidney dialysis units in hospitals, schools of medicine and universities
* The provision of equipment or facilities to support kidney patients
* The promotion and publication of medical research into renal and related diseases.

PURPOSE OF THE ROLE

Reporting to the Head of Fundraising the successful applicant will lead the following functions:

Duties and responsibilities include:

* Support the delivery of fundraising activities.
* Promote and assist in the delivery of Kidney Wales Flagship Cardiff 10K event.
* Be responsible for the organisation of internal and external events.
* Work with relevant organisation and professionals.
* Represent Kidney Wales foundation at a variety of events.
* A good understanding of event and project management, health & safety requirements.
* Create and nurture relationships, maintaining regular contact.
* Research and develop project specific needs.
* Work with the Head of Fundraising to develop opportunities in relation to our work.
* Review and report on all key information and areas for improvement on a timely basis.
* Assist with the production of project materials.
* Ensure all activities and events are completed with the Charity’s objectives in mind.
* Supporting colleagues and events across Kidney Wales Foundation in fundraising, awareness and events
* Promote and support the work of Kidney Wales Foundation

Knowledge, Skills and Experience Required

* Confident in the role of project coordinator, bringing fresh ideas into the future growth and work of Kidney Wales Foundation and its projects.
* Experience in coordinating and managing multiple priorities and deadlines.
* Process driven, confident in developing efficient and effective systems to increase the productivity of the organisation;
* Able to support and consolidate learning and development across the organisation; committed to informal and formal ongoing professional development.
* Excellent communication skills and highly literate; able to operate with diplomacy, tact and empathy.
* Essential personal qualities – strong ‘completer-finisher’, conscientious, efficient; energetic, determined and passionate about the work of charities.
* Sympathetic to the values and ambitions of Kidney Wales Foundation.

Person specification

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| Education | Essential / Desirable |
| Educated to degree level or with suitable experience - GCSE min level or equivalent qualification passes in English and Maths | Essential |
| Willingness to undertake training and continuing professional development and support others in team to do so | Essential |
| Ability to speak Welsh | Desirable |
| Experience |  |
| Experience of working in the Events industry and/or Third Sector | Desirable |
| Experience in coordinating events | Desirable |
| Experience of recruiting, training and supporting volunteers | Desirable |
| Administrative skills, including record keeping, writing reports and able to interpret and present data in a variety of formats | Essential |
| Abilities and competencies |  |
| Ability to use and learn a range of IT products, using industry standard systems including mobile technology with the ability to demonstrate to others | Essential |
| Excellent Interpersonal and active listening skills | Essential |
| Ability to communicate effectively face to face, in writing, by email and on the phone | Essential |
| Ability to manage time effectively, prioritise workload and meet deadlines | Essential |
| Ability to work without direct supervision and demonstrate initiative, managing time effectively | Essential |
| Ability to build relationships with sponsors and corporate partners | Essential |
| Ability to form and maintain professional relationships both internally and externally | Essential |
| A working knowledge of Health and Safety, and other statutory requirements as it applies to the role or willingness to learn and apply them | Essential |
| Flexible approach to working hours and arrangements | Essential |

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| Other requirements |  |
| Ability to demonstrate an understanding and commitment to our corporate values | Essential |
| To be committed to the principles of equal opportunities and diversity | Essential |
| To have an understanding of chronic kidney disease and treatment available | Desirable |

To be consider for this role, please send your CV to [Danielle@kidneywales.cymru](mailto:Danielle@kidneywales.cymru) , together with a covering letter