



Humanitarian Aid Relief Trust

FUNDRAISING & FINANCE INTERNSHIP

3-6 MONTH FULL/PART TIME INTERNSHIP (flexible)

Place of Work: Kingsbury, London

Reports to: Fundraising and Communications Executive

Timeframe: Minimum three months

Hours: Weekdays, 9:30am to 5:30pm

Start date: ASAP after interviews

Salary: This is an unpaid role, but we will cover London travel expenses and lunch up to £5 per day

Closing Date for Applications: on-going

BACKGROUND

The Humanitarian Aid Relief Trust (HART) is a Christian charity founded and led by Baroness Caroline Cox. Its mandate is to undertake advocacy and provide aid to those who are, or who have recently been, suffering oppression and persecution in various countries around the world.

HART works to provide lasting change by working with those communities which are often not reached by major aid organisations and whose stories are often out of sight of the mainstream media.

We work with communities in active conflict zones (such as Burma, Sudan, Nigeria and Syria) and post-conflict areas still devastated by war (such as Nagorno-Karabakh, South Sudan, northern Uganda and Timor Leste).

HART relies on first-hand evidence of human rights violations, using this as a basis for a powerful twin-track programme of international advocacy in arenas such as the House of Lords and the media, and targeted aid-work focusing on sustainable community development, local partnership and regional networks of support.

For more information about HART work, visit our website: www.hart-uk.org.

THE ROLE

This varied internship will give you great exposure into HART's work and put you in the centre of our fundraising strategy. Your time will be split between fundraising tasks and administrative tasks including the following:

Fundraising

- Researching potential corporate and major donor fundraising sources
- Working closely with the Fundraising and Communications Executive and overseas partners to develop project proposals
- Taking the lead on identifying funding sources, drafting and submitting funding applications to grant-making bodies of varying sizes
- Engaging in frequent cross-cultural communication with HART's overseas partners
- Handling incoming calls, e-mails and assisting donors with any queries they may have about making donations
- Establish and maintain strong relationships with major donors

Finance

- Logging weekly donations
- Sending 'Thank you' letters to supporters
- Opening and logging the post
- Supporting the Head of Finance with ad-hoc administrative tasks

Administration

- Updating the shared drive
- Proofreading documents and materials for publication
- Updating the Master database
- Supporting the Fundraising and Communications Executive with ad-hoc administrative tasks

PERSON SPECIFICATION

We are looking for someone with excellent organizational, numerical and communication skills.

QUALIFICATIONS

- Undergraduate degree in a relevant field or equivalent experience

ESSENTIAL SKILLS AND EXPERIENCE

- Demonstrable experience of multitasking
- No experience of writing grant applications is required but a willingness and ability to learn fast and on the job is a must
- High quality writing skills with excellent attention to detail
- Strong numerical skills
- Excellent telephone manner
- Strong time-management skills and ability to work well to external deadlines
- Computer-literate (with experience using MS Office suite including Excel)



- Ability to work independently using own initiative, as well as within a team
- Proactive can do attitude

DESIRABLE SKILLS

- Experience of fundraising
- Experience of communicating closely with donors

OTHER

- An interest in NGO/charity work/human rights work
- Understanding of HART's vision, mission, and a commitment to its objectives and values

APPLICATION PROCESS

To apply, email your CV and application form to Miss Ziallo Gogui at ziallo.gogui@hart-uk.org

PLEASE NOTE: This internship is office-based and we can only accept applicants who already live in the UK and can travel to London.

