**Job Description & Person Specification – INTERN ROLES**

**Employer (include place of work)**: Commonword

**Job Title**: Fundraising Intern

**JCP Reference Number**:

**Main purpose of job:** *To assist with fundraising through research, writing bids and raising Commonword’s profile*

**Creative Employment Programme** - This role has been created as part of the Creative Employment Programme. The Creative Employment Programme is an Arts Council England fund to support the creation of traineeships, formal apprenticeship and paid internship opportunities in England for unemployed young people wishing to pursue a career in the arts and cultural sector. You can find out more at: <http://creative-employment.co.uk/the-creative-employment-programme>

There are certain criteria you must meet in order to be eligible to apply for a Creative Employment Programme funded role. Apprentices can be between 16 and 24, with Internships for ages between 18 to 24 years old. The roles are for unemployed young people and for Internships and you must be registered as unemployed with Jobcentre Plus, for Apprenticeships you must be unemployed and not in Education, Training or Employment. These eligibility criteria have been approved by the Department of Work and Pensions.

Applications will only be considered from people permanently resident within the boundary of the City of Manchester. To check you are a resident within the area covered by Manchester City Council, you can see which ward you live in here: www.manchester.gov.uk/councillors

If you wish to apply for this position please contact your local Jobcentre Plus (and quote the following LMS reference: FTS/164040 )

*Commonword* is an equal opportunities employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector. This includes young people, ethnic minorities and people with disabilities.

**Hours per week:** *30 hours (flexible working) – Must be able to work occasional weekends and evenings.*

**Salary: £6.50 /hour**

**Contract Duration: 6 months**

**Introduction to organisation**

*Commonword is a writer development organisation based in Manchester, providing opportunities for new and aspiring writers to develop their talent and potential.* *Our competitions, workshops and events act as a point of focus for many writers seeking encouragement and confidence. From small beginnings in 1977, we have grown into the largest new writing, community writing and publishing organisation in the North West. We work on regional, national and international levels, promoting new writing and helping new writers become more successful.*

*We are a National Portfolio Organisation, receiving funding from Arts Council England. We are part of the UK’s vibrant cultural sector. The cultural sector brings communities together and make lives richer. It also creates economic growth and jobs: it is one of the fastest growing sectors of the economy.*

**Key result areas/key tasks/main duties**

**a) To assist with devising and implementing fundraising strategies**

**b) Liaise with partner organisations**

**c) Create and maintain Commonword’s online presence namely website, blog and social media**

**d) Assist with writing reports**

**e) Assist with researching and writing funding applications**

**f) Assist with delivering the programme**

**g) General duties as required**

**Responsible to (reporting relationship) – Martin De Mello (New Writing Co-Ordinator)**

**Person Specification**

| Criteria | Essential | Desirable |
| --- | --- | --- |
| Special aptitudes /competencies / areas of interest  (e.g. oral or written skills, manual dexterity, art, design etc.) | Interest in Literature.  Ability to use Word, Excel, InDesign, to a high standard.  Able to write reports; spell; use good grammar | Knowledge of social and economic barriers to participation in the arts. |
| Experience required | Worked in an office environment  Marketing of services and events via digital media | Ability to use Wordpress |
| Qualifications |  | Degree level |
| Physical abilities, circumstances, but only if a justifiable requirement for the job | Be able to work some weekends and evenings |  |

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