



Are you looking to kick start your marketing career in the charity sector?



If so we have an engaging and rewarding 3 – 6 month marketing internship

A fantastic opportunity is available to work within the committed Fundraising and Marketing (F&M) team of White Lodge Centre in Chertsey, Surrey. For over 55 years the centre has provided vital support and services to disabled people across Surrey and beyond. The centre costs over £2.5 million to run each year of which there is a shortfall of £500,000. Every year the F&M team work hard to raise these funds through a variety of ways.

The job specification gives you an overview of what the role entails, but the question is; **Who are we looking for?** Ideally, you will have already expressed an interest in marketing – perhaps you are just out of university having studied a relevant subject. Or you may already be working within marketing, but not developing in the direction you envisage. Or you may realise that you would prefer to work in the non-profit sector, if so it may be you we are after. The role is three days per week so it can be taken on if you have other study or work commitments. Ideally we would love to have you for six months but this can be discussed with the successful candidate, we do however require a minimum of three months.

You will work directly alongside our Marketing Officer, however you will get an invaluable insight to all the other Fundraising roles in this department which will give you great scope for further learning and understanding. You will be given the opportunity to take on real responsibility within a supportive and encouraging environment and will benefit from learning from an experienced team.

The team is small hence there is great opportunity to get experience working on a variety of projects, some with other team members but also independently. Your work will focus on all aspects of marketing, this will entail research projects, assisting promotion of campaigns and appeals, marketing services, helping prepare materials and much more.

About you:

- MUST have the legal right to work in the UK
- Applicants should be studying or have already studied a relevant Marketing degree or qualification and be able to demonstrate a passion for forging a career in marketing
- Ideally looking for a potential career in marketing in the non-profit sector
- Strong MS Office skills essential
- Great attention to detail and specifically the ability to work accurately under pressure
- Good at prioritising and natural ability to tackle various admin duties
- Be able to work in a team but also be pro-active and confident in working independently

What we offer:

- The opportunity to develop your skills and experience with White Lodge Centre and help you build the foundations of your future career
- The chance to work in a friendly and supportive team environment, learning from experienced individuals and interacting with others across the varied services we provide
- The opportunity for a broad learning of how a fundraising team functions, with emphasis on marketing. Full involvement in all aspects of the team's work including meetings where you will contribute and external events where you can participate
- Your travel and food costs will be covered

What next?

Please apply with your CV and covering letter; please note applications without covering letters will not be considered.

Your covering letter should include the following information and be around 400 words:

1. **What are your career aspirations??**
2. **Why have you chosen this specific internship?**
3. **Why should White Lodge Centre choose you for the 3 – 6-month placement?**

500 words max. Email: cbrowne@whitelodgecentre.co.uk and

mhey@whitelodgecentre.co.uk **Call:** 01932 567131 and speak to Claire Browne or Mike Hey if you require any further information.

Application deadline: Ongoing until candidate is found

Interviews: TBA

Role to commence: April/May 2018

Job Type: Part-time, three days per week (flexible) 9.30-4.30

Job Location: Chertsey, Surrey, KT16 0AE

