

# Social Impact Internship – July 2023

*Are you passionate about social change?*

*Are you highly organised and do you have great communication skills?*

*Would you like to join a dynamic team that is opening up access to funding and skills for exciting small charities and social enterprises?*

The Fore is excited to open applications for our Social Impact Internship Programme. This year we are offering two bright candidates the opportunity to play a key role in our ambitious plans to lead change in the charity sector. We are looking for self-starters who will bring their initiative and enthusiasm to our small and welcoming team.

The Fore is a pioneering organisation with a mission to turbo-charge exceptional small charities that are transforming lives and society. The charities we fund work across some of the most pressing social justice issues, including homelessness, support for refugees, mental health and racial justice. We make grants to small organisations with inspirational leaders and support them with skills development and expert help from our corporate partners.

As a Social Impact Intern, you will have the opportunity to work on projects across the organisation, developing a wide range of skills and insight into all elements of both grant-making and partnership development, alongside engaging with our grantee charities and social enterprises to learn about the wider charity sector.

Our ideal candidates will be...

- Enthusiastic, hardworking and friendly, with a proactive, 'can do' attitude
- Highly organised, with ability to prioritise a varied and busy workload and meet deadlines
- Someone who takes initiative and can work independently within a small, agile team
- Diligent with excellent attention to detail
- A great communicator with excellent interpersonal skills
- Passionate about supporting small charities and social enterprises
- Proficient in the use of Microsoft Office, particularly Excel

It's an added bonus if you have...

- Experience of volunteering for or working with small charities and social enterprises

**Key responsibilities (please note, we are a start up where priorities can change at short notice, so roles and responsibilities will be subject to change):**

- Supporting applicants and grantee charities through the funding process
- Contributing to data collection and impact reporting
- Supporting the delivery of our events programme, including networking events for corporate partners and grantee charities

- Helping to build out a partnership and fundraising database
- Prospect research
- Assisting with social media content
- Supporting the team across all areas of work

#### **Professional Development Opportunities:**

- A fantastic introduction to the charity sector
- Observing evaluation meetings with our grantee charities and social enterprises
- Opportunity to observe funding panels where decisions are made
- Opportunity to join charity skills development workshops (covering topics such as fundraising, monitoring and evaluation, volunteer management, communications)
- Develop your qualitative and quantitative research skills
- Training in use of a CRM system (Salesforce)

**Job title:** Social Impact Intern

**Location:** V107, Vox Studios, 1-45 Durham Street, London, SE11 5JH (with some home working available)

**Contract:** Fixed term paid internship, 37.5 hours per week (full time)

**Employment term:** September 2023 – February 2024 (6-month term)

**Remuneration:** £22,000 p.a.

**Start Date:** Monday 18<sup>th</sup> September 2023

#### **How to Apply:**

**Step 1:** Attend our information session on Zoom – Friday 4<sup>th</sup> August 2023, 12:00pm to 1:00pm

**Step 2:** Following the information session, if you are interested please send us a 1 page CV and a 2-3 minute video detailing the following:

- Why are you interested in the role?
- Tell us about something you are good at and how you will add value to our team.

Please send your application to Kate Hoyles at [kate@thefore.org](mailto:kate@thefore.org) with 'Social Impact Intern' in the subject line. The deadline is Friday 18<sup>th</sup> August 2023, 12:00pm.

**Step 3:** Successful candidates will be invited to an interview. You will also be asked to complete a task. Further information will be provided before the interview.

**Equal Opportunities:** The Fore is committed to providing equal opportunities without regard to race, religion, nationality, gender, sexuality, disability or age. We welcome applications from all qualified candidates. If you have any accessibility needs that require an alternative application format or any adjustments, please let us know at [info@thefore.org](mailto:info@thefore.org).