

Social Impact Internship Programme - February 2024

Job Description

Job title: Social Impact Intern

Location: V107, Vox Studios, 1-45 Durham Street, London, SE11 5JH (hybrid working, working from home on Wednesdays and Fridays, though this may be subject to change)

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

Employment term: May 2024 – October 2024 (6-month term)

Remuneration: £25,642pa

Start Date: TBC depending on availability, but ideally early May

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. We would like to offer up to three 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 but dynamic 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 pro bono network of experienced professionals.

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.

Our ideal candidates will be...

- Enthusiastic, hardworking and friendly, with a proactive, 'can do' attitude
- Highly organised, with an 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

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

- Experience of volunteering for, or working with, small charities and social enterprises
- Particular interests in social media content creation and/or data analytics

Key responsibilities:

- Supporting applicants and our funded charities through the grant funding process
- Contributing to data collection and impact reporting
- Developing content for our social media platforms
- Supporting the delivery of our events programmes, including charity workshops and networking events for our corporate partners and charities
- Supporting our Pro Bono Network
- Helping to build out a partnership and fundraising database
- Prospect research
- Supporting the team across all areas of work

Please note, we are a growing organisation where priorities can change at short notice, so roles and responsibilities will be subject to change.

Professional development opportunities:

- A fantastic introduction to the charity sector
- Observing evaluation meetings with our funded charities and social enterprises
- Opportunity to observe funding panels where decisions are made
- Opportunity to join charity skills workshops (covering topics such as fundraising, monitoring and evaluation, volunteer management, communications)
- Developing your qualitative and quantitative research skills
- Training in the use of a CRM system (Salesforce)
- Opportunity to develop relationship management skills with a broad range of stakeholders, from social entrepreneurs to corporate partners

How to Apply:

Step 1: Attend our information session on Zoom – Friday 15th March 2024, 12:00 noon to 12:45pm – to hear more about The Fore's work and the role itself. You can register here: <https://www.eventbrite.co.uk/e/social-impact-internship-programme-information-session-tickets-852468425007?aff=oddtcreator>

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 Francis Shaw at info@thefore.org with 'Social Impact Intern' in the subject line. The deadline is Tuesday 2nd April 2024, 12:00 noon.

Step 3: Successful candidates will be invited to an interview on Wednesday 17th April. You will also be asked to complete a task beforehand. 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.