

LONDON SPECIAL EVENTS INTERNSHIP ROLE DESCRIPTION

Role title: London Special Events Assistant

Why do you need me?

The London Special Events Department was formed in 1988 to organise high profile, fundraising events in London, specifically targeted at high net worth individuals. The department is now a team of four and has a busy programme of well established, high profile social fundraising events which raise over £1 million (net) each year for the vital work of Macmillan Cancer Support.

We are looking for a high calibre individual who would really value and make the most of the opportunity to work for a large national charity on some truly exclusive and unique fundraising events. You must be hardworking, committed and enthusiastic. Your help and involvement would be invaluable to the team as well as to the success of our events.

What activities would I be involved in?

You will be involved with the organisation of all of our Christmas events, both in the lead up to the event and on the day itself. The events that you will work on are:

The Enchanted Ball - drinks, dinner and dancing at the newly refurbished Savoy Hotel. This themed evening also features entertainment, live auction, silent auction and a 'Tree of Life'

Exclusive Shopping Morning at Hamleys – where the store opens for two hours before it opens to the public and guests can shop in a crowd free store

Celebrity Christmas Stocking Auction – we ask 15 celebrities to tell us what they would like to find in their 'Dream Christmas Stocking' and then auction these off at one of our most glamorous events of the year

Carols by Candlelight – our hugely popular candlelit carol concert which is followed by drinks and mince pies

Guards Chapel Carol Concert – this spectacular evening features celebrity readers, soloists and pipers and is followed by a drinks and canapés reception

House of Lords and House of Commons Parliamentary Palace of Varieties – a truly unique event where Lords and MPs entertain with a range of talents at this glamorous dinner show

Day to day activities will include:

- Organising and producing invitation and ticket mailings
- Sourcing and logging donated raffle and auction prizes
- Liaising with venues, suppliers, committee members and volunteers
- Thanking donors
- Responding to supporter enquiries by telephone, post and email
- Maintaining the events database
- Processing expenses and sending out invoices
- Recording ticket sales and processing payments
- Working with budgets
- Preparing materials to take to the events
- Attending and having a key role at all of the events

Is there an induction and training?

- An information pack and induction will be provided to help familiarise you with the work of the charity and the London Special Events team
- We will provide any training you need to complete the role
- You will have a personal development plan

What ongoing support/guidance will there be?

- Fully supported by a designated member of the team who will always be available to answer questions
- Opportunities to meet and network with staff, volunteers and other Macmillan Interns

What skills and abilities will I need to have?

- Excellent organisational skills
- Ability to communicate in a clear, friendly and professional manner (both verbally and in writing)
- Excellent telephone manner
- Excellent attention to detail
- Competent use of Microsoft windows packages, email and the internet
- Ability to use own initiative and work within specified guidelines
- Enjoy working as part of a team
- Strong interest in working in the voluntary sector
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support
- Knowledge of events organisation and an interest in further developing event organisation skills

What are the goals?

- To help us meet and exceed our income targets
- To assist the Event Organiser in providing a professional, high quality event
- To ensure that all of our guests have a positive and memorable experience at our events
- To follow Macmillan's policies, including health and safety, equal opportunities, confidentiality and financial guidelines
- Keeping the London Special Events database up-to-date

How much time should I offer?

- This is a full time role, Monday to Friday, from 6th September until 23rd December 2010

Where will I be based?

- You will be working in our office at 89 Albert Embankment, London SE1 7UQ

Will I need my own transport?

- No. We are located a short walk from Vauxhall tube and train station and near to several major bus routes

What are the benefits to me?

- You will gain a valuable insight into the organisation and production of large scale fundraising events for a high profile charity. You will learn about how we plan, manage, deliver and evaluate top quality social fundraising events
- You will find out how London Special Events fit into the wider Macmillan team and how the team contribute to Macmillan's ambition to reach everyone living with cancer
- You will get the opportunity to meet and work with new people at all levels in the charity as well as volunteers and external suppliers
- You will develop your skills in event management, planning and strategy, project management, communicating and liaising, maintaining databases, time management and general office skills
- You will have the opportunity to gain an insight into a variety of other disciplines, including brand awareness, Marketing, Press and PR
- You will gain valuable experience for your CV through working at a well known organisation and in a very competitive industry

Will my expenses be paid?

- The internship is unpaid
- We pay volunteers' "out-of-pocket" expenses within agreed guidelines

What is the next step?

Please complete the application form and return it to us by Wednesday 4th August 2010. Candidates who have been successfully short listed for interview will be contacted in due course. Interviews will be held on Monday 9th August 2010.