

Job Title: Events Intern
Job Grade: Internship
Business Area: Brand & Relationships
Reports To: Event Manager
Based In: Harrogate



Who we are

Yorkshire Cancer Research helps the people of Yorkshire avoid and survive cancer. We are the only charity dedicated to addressing specific cancer problems in Yorkshire, by funding research projects right here in our region.

We work to improve the prevention, diagnosis and treatment of cancer in Yorkshire so that you, your family, friends and neighbours will have the very best chance of living a long and healthy life. It's only by working in the heart of our communities that we will learn more about the problems that exist in Yorkshire and find solutions to tackle them.

Overall Job Purpose

The Events Intern will be responsible for supporting the events team with the organization of over 20 events a year ranging from our own cycling sportive to internal meetings to attendance at public shows such as the Great Yorkshire Show. The intern will also provide stewardship and support for all our fundraisers using phone, email and post, carry out general administration work and support for the wider team, and support the delivery of our live events program across Yorkshire.

Please note the role will require some weekend and evening work.

Key Responsibilities

- Be the event participant's representative and 'champion', working to deliver first class information about events, the charity and how money raised will help more people survive cancer – right here in Yorkshire – every year.

- Help event participants and fundraisers set up online giving pages, providing guidance and practical support as necessary.
- Keep the events database up-to-date, recording every contact with a supporter (for both organised events and one-off ‘special efforts’) accurately and adhering to data protection regulation.
- Support the event planning process by considering participant information needs pre-, during and post-event. Proactively share ideas for the ideal stewardship (customer journey) with the events and marketing teams to secure their input and support.
- Attends a number of Yorkshire Cancer Research events a year* to support the successful delivery of the event and to gain an understanding of the needs and feedback of participants and their supporters.
**Attendance of 5-10 weekend events a year, compensated with time off during the week.*
- Support with the set-up, live-event and take down of each event include preparing event kit and packing this away again.
- Liaise with volunteers to support event delivery
- Maintain a record of event participant and fundraising data (sign ups, attendees, funds raised, etc) and share with the wider team each week.
- Work with line manager to agree monthly objectives and work plans, taking responsibility for own Personal Development Plan.
- Take on additional, appropriate, responsibilities as required by line manager.

Person specifications

- Ideally working towards or having recently completed a degree in Event Management or Hospitality.
- Prior experience of helping to run an event, either when studying a relevant qualification, volunteering or being part of an events team.
- Enthusiastic about the events and/or charity industries
- Ability to work creatively, both independently and collaboratively

- Excellent time management skills
- Self-motivated and responsible
- Possess a positive, can do attitude and enjoys working as part of a team
- Strong written and verbal communication skills
- Driving license and access to vehicle advantageous

What we offer

- The chance to gain an insight into events for the charity sector
- The opportunity to develop valuable events management experience
- A personal development plan and regular support to help you in your role
- The opportunity to take the lead on specific areas of an event
- References can be supplied on successful completion of the placement period
- Friendly community and interaction with industry experts
- An opportunity to be matched with a professional mentor and coaching