

Volunteer Role Description Events and Administration Intern

- ROLE TITLE:** Events and Administration Intern
- LOCATION:** Restore Hope, Latimer Park Farm, Chesham, Bucks. HP5 1TU
- HOURS:** **Full Time**
Or
4 days at Restore Hope with 1 day at head office of major high street retailer
Sept 2017 – August 2018
Normal office hours are Mon - Fri - 8:30am - 5:30pm with occasional evenings and Saturdays
- BENEFITS:** Travel & subsistence expenses covered.
30 days annual holiday (Inc. Bank Hols) **(pro rata)**

RESTORE HOPE:

Restore Hope is a Christian Charity with a passion to see the lives of children, young people and families transformed. We are based on a 360-acre country estate near Amersham, Bucks and we seek to use the stunning location and facilities to see hope restored. We aim to achieve this vision through inspiring, training and equipping people to fulfil their potential and run a well developed & wide range of activities, events and training courses.

We believe that hope is ultimately found in Jesus Christ and partner with churches, schools and many other organisations to bring hope to those we come alongside. In order to reach even more lives we are expanding our team and seeking people who share our vision. This is a key season and an exciting opportunity to work in a beautiful location and join our growing team with a heart to see lives and communities transformed.

DESCRIPTION of INTERNSHIP:

This is an opportunity to join Restore Hope on a one year voluntary intern programme. As a charity we love to work with and support local families. The Events and Administrator volunteer role is designed for someone who would love to be involved as a core part of the Charities work and would enjoy working with a mix of different people through all the activities that take place here at Restore Hope. The events, activities and courses could not run without strong administration, planning and organisation in our main office. This role offers a great opportunity for someone to gain experience in general office administration, event planning and marketing & social media.

The primary aim of the charity is to see our families inspired and encouraged for a brighter future for themselves and their children. The role will be pivotal to the support of the staff team and charity events. It will require the appointee to fully embrace the vision and aims of the organisation and to be able to engage wholeheartedly with the Christian community at Restore Hope.

MAIN DUTIES & RESPONSIBILITIES:

- a. Support our Events & Volunteer Manager on all key events and our Office Administrator with general day-to-day administration needs
- b. Be a key part of ensuring that family celebration and gathering events all run smoothly and successfully
- c. Support the booking, planning and set up of all activities such as our Christmas celebrations, Memory Days, Church Leaders Breakfasts and many others
- d. Opportunity to lead on the organisation of some events
- e. Help with running our various social media and marketing communications
- f. Assist in maintaining the cleanliness of the office environment and other main work areas
- g. Join in with set up and pack down of all events
- h. Attend and support the running of any events with children, young people & families
- i. Help in updating the database for certain events

KEY SKILLS AND EXPERIENCE:

- a. A passion to see lives transformed
- b. Discretion, reliability and trustworthy
- c. Good communication skills
- d. Experience working with children, young people and families
- e. Current driving license and use of own car preferred but not essential

WHAT CAN RESTORE HOPE OFFER:

- a. You will have the opportunity to use your skills to work in an exciting growing charity with a vision to see the lives of children, young people and families transformed
- b. You will develop extensive experience across a wide range of activities and events
- c. The opportunity to work in an area of outstanding natural beauty
- d. You will be joining a passionate team
- e. Part of the role will be attending key worship, prayer and teaching events and you will have the opportunity to contribute to the spiritual life of the community at Restore Hope
- f. You will be assigned a line manager/mentor to help you get the most out of your time at Restore Hope
- g. Opportunity to work one day a week for a major retail head office
- h. Personal development programme, tailored to your own interests in line with your skills and aspirations
- i. Travel and subsistence expenses covered

APPLICATIONS:

Please apply in writing to the Charity Events & Volunteer Manager with your CV and a covering letter sharing why you would like to join Restore Hope and what you believe you would bring to this exciting role.

Rebecca Phillips: info@restorehopelatimer.org