



**EVENTS INTERNSHIP**  
**Summer 2024**

**Action Village India**

Action Village India (AVI) is a small, UK-based charity that fundraises for Indian NGO partners to deliver programmes that will best assist the poorest and most marginalized sections of communities in rural India. AVI supports campaigns for social justice and equality on Gandhian principles of nonviolence.

You will be working hand-in-hand with a small and very agile team in the London office and as such the internship will be a fantastic opportunity to ground yourself in the basics of charity day-to-day administration, communication and event fundraising.

**Working Information:**

Location: London – Dalston Junction  
Hours: 2 days per week plus attendance at WOMAD Festival 24-29<sup>th</sup> July 2024  
Duration: 8-10 weeks. Internship to start early June (negotiable) and ending in the first week of August.  
Starting date: 5th June 2024

**Job Purpose:**

Part of Action Village India's fundraising strategy is raising funds and awareness through events. The biggest fundraising event we hold every year is Madras Café, held at Womad Festival at the end of July. Madras Café began its life as a Chai and leaflet stall over 30 years ago to help educate people about Action Village India and the difficulties people in rural India faced; today it is an established festival institution serving delicious Indian food to over 4000 people over three days. Madras Café is run and organised by a group of volunteers. The Action Village India team holds a stall in the Madras Café tent selling ethical products made in India, showcasing our exhibition and informing people about the work of Action Village India and our partners.

During your internship, you will take the lead, in collaboration with the Communications, Fundraising and Operations Manager, of the organisation of the Action Village India information desk. This will include managing the sale of products and the managing of volunteers for the Action Village India stall. You will also assist the Exhibition intern with the production of the Exhibition which will be showcased at WOMAD.

You will also get involved in supporting other fundraising events such as our online gift shop and annual Walk for Women.

**Main duties and responsibilities:**

Duties will be tailored to meet the learning objectives of a successful internship candidate. If you have a particular interest in developing fundraising skills not directly listed below, please ensure these are highlighted in your cover letter.

**1. Event management**

- Administration of sponsorship fundraising events – registration of runners/riders/walkers and their donations
- Invite and liaising with guests and volunteers for upcoming events
- Lead on the organisation of the Action Village India information desk at Womad
- Assist with the organisation of the exhibition at Womad
- Provide liaison between, and support to, Action Village India and the established Madras Café team
- Feed into the event communications, press and audience engagement strategy
- Organise the front of house desk for AVI
- Assist with photographic exhibition hanging, stall set up and pack up
- Liaise with volunteers and coordination of volunteers during the festival
- Design & Develop (and where possible run) new fundraising events

**2. Fundraising Support**

- Supporting fundraising opportunities through events and the AVI ethical gift shop

**3. Communications & Office Management**

- Helping with the day to day running of the office, including communication with enquirers and supporters, and the online gift shop
- Assisting with the production and printing of leaflets, appeals and fundraising materials
- Assisting with the distribution of mailings; appeals, newsletter, and membership
- Creating content for various social media platforms

**General Responsibilities**

- Abide by organisational policies, codes of conduct and practices
- Support and promote diversity and equality of opportunity in the workplace
- Keep confidential any personal, private, or sensitive information
- Any other duties commensurate with the accountabilities of the post

**Person Specification**

- Excellent communication skills face to face, on the phone and by email.
- Ability to work alone and use own initiative to develop systems, deal with practical situations as they arise
- IT skills and experience at a level that support email, database, social media and use of spreadsheets and graphic design skills such as for our newsletters (desirable)
- Ability to stay focused and efficient in the face of changing priorities, and to deliver work in a timely manner
- Commitment to the values and ethos of AVI
- Ability to work well in a team with a flexible approach
- An ability to apply awareness of diversity issues to all areas of work.
- Keen interest in event management
- Proactive, creative and enthusiastic
- Desire to learn, develop and advance personal career prospects

- Knowledge of rural development in India (desirable)

**Terms of Internship:**

This is a voluntary position. Action Village India will cover travel expenses (from within London) to the office in Dalston and lunch costs for days worked in the office (up to £10 a day – if travel costs are higher, this can be discussed). All expenses must be itemised, and receipts provided. The cost of your Womad ticket and travel will be covered.

**Accessibility:**

We would like to offer our sincere regrets that due to the location of our office this position isn't suitable for anyone with additional accessibility needs. The Action Village India is on the second floor with a narrow staircase and no lift. If this situation changes in the future, we will update the information to our vacancies.