



Events Intern – Job Description

Together – Scottish Alliance for Children's Rights

Role: Events Intern

Location: Together, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

Duration: 15 days to be worked between 10th September to 19th October 2018

Responsible to: Director

Background Information:

Together is an alliance of Scottish children's charities that works towards all children in Scotland being able to enjoy their rights according to the UN Convention on the Rights of the Child (UNCRC) and other human rights conventions. This is achieved by improving the awareness, understanding and implementation of children's rights through:

- promoting the UN Convention on the Rights of the Child and other human rights conventions;
- helping children's organisations to integrate the UNCRC into their work;
- monitoring and reporting on the progress made at a Scottish and UK level.

Our growing membership is made up of a range of children's charities, from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights. The Events Intern will support the staff team in organising a Children's Rights Consultation Conference on 10th October 2018. The role will include assisting in the planning, marketing and undertaking the administration of the conference and working with members to address specific areas of interest.

Main Duties and Responsibilities:

- Liaise with venue and ensure smooth running of room booking, AV and catering arrangements.
- Provide the first point of contact for members by phone and email.
- Provide first point of contact for speakers and facilitators by phone and email.
- Arrange travel and accommodation for speakers as appropriate.
- Assist with marketing the event through Together's e-newsletter, member communications and social media (Facebook, Instagram and Twitter feed).
- Set up and maintain booking system to track delegate registrations (using EventBrite).
- Prepare delegate packs and other materials for the day.

Person Specification

Knowledge including necessary qualifications:

- Essential
 - Educated to degree level or equivalent experience.
 - Commitment to children's rights and the vision, mission and values of Together
 - Strong communication skills (both written and verbal) and good interpersonal skills
 - High level of motivation and initiative
 - Methodical and organised, with good attention to detail
 - Ability to work independently and as part of a team.
 - Strong IT skills and proficiency in using Word and Excel.
- Desirable
 - Knowledge and understanding of social marketing.
 - Experience in producing marketing materials, copy and proofreading.

Experience

- Essential
 - Working in a small team with the self-motivation to use own initiative when completing tasks and making decisions.
- Desirable
 - Events management experience.

Summary terms and conditions of employment:

Contract type: Temporary fixed term contract.

Salary: £8.75 / hour (the Real Living Wage) .

Working week: 105 hours to be worked as arranged with Director.

Place of Work: Central Edinburgh. Some travel may be required.