

## **PROGRAMME Volunteer – 3 MONTHS CONTRACT**

**Post:** Communication and Fund raising  
**Team:** WPP core team and volunteers  
**Responsible to:** Director WPP  
**Starting:** 1<sup>st</sup> of June 2016  
**Hours per week:** 1 -2 days per week

### **Introduction**

WPP is looking for an intern / volunteer to help the organization with communication and fund raising activities. The intern will in particular help WPP team in organising a conference expected to take place in September or October. The conference is hosting women peace builders, policy makers, experts, academics and politicians from outside London and UK. This is a one-day conference with an extensive schedule. The theme of the conference is to highlight the challenges of women peace builders in their own countries and internationally.

### **Key areas covered by the role**

The intern will be involved in all aspects of planning, coordination and implementation of the WPP programmes such as the women peacebuilders conference. Duties will include: facilitating communication with individuals and organizations and other relevant stakeholders / partners, participants and donors. Keeping record and follow up of communication and finances.

### **Specific:**

- Establish communication with relevant actors regarding the conference.
- Writing invitation to participants and follow up.
- Assist in writing briefs and reports and proposals for funding.
- Assist identify potential donors for the event, individuals and organizations.
- Assist with organisation, timetabling and scheduling of external meetings.
- Take minutes of conference related meetings.
- Respond to all requests for information regarding the conference.
- Keep detailed written and financial records
- Prepare money transfers where necessary

### **Skills and Qualifications**

#### **Essential:**

- Fluent in English
- Good written and oral communication skills
- Excellent organisational skills
- Effective administrative skills
- Computer literacy (word, excel, internet)
- Familiarity with Womankind's work
- Numeracy skills
- Ability to work independently

### **Terms and conditions**

**Incentives:** Food and transportation cost will be provided for days of meetings and other work related travels.

**Location:** Home based with possibility of work in office after 3 months

**Please submit your CV at [info@womenpp.org](mailto:info@womenpp.org)**