



**STOP WORLD POVERTY!
START HERE...**

STUDENT EVENTS MANAGER APPLICATION PACK

act:onaid

Whether you are looking to kick-start your career in marketing, fundraising or event management or your aim is to have fun and change lives at the same time, we have the perfect opportunity with one of the UK's largest international development charities! ActionAid is looking for enthusiastic and dynamic students from universities around the UK to join us in the global fight against poverty by becoming Student Events Managers. In this pack you will find more information on the role, on ActionAid's work fighting poverty worldwide, and an application form.

STUDENT EVENTS MANAGER – ROLE PROFILE

The role of Student Events Manager will involve **spreading the word about ActionAid** and our work fighting poverty and injustice by **organising fundraising and campaigning events** on your university campus or in your University town. You will organise a series of events over the course of the academic year. This could be in the form of one large event or three or four smaller ones. We will provide you with a fundraising pack, outlining some event ideas to get you started. For example:

- Bollocks to Poverty on Tour event – making a noise about poverty in whatever way you want – be it a club night, a gig, or a back to school disco
- 24 hour Tea & Coffee Break – helping to give poor farmers a break by taking one yourself!
- sponsored skydive

We would encourage you to form a small committee to coordinate your events in order to share out some of the responsibilities. You will also have a personal contact at ActionAid, on hand to provide you with advice, support and promotional materials to help make your events as successful as possible.

WHAT DO YOU GET IN RETURN?

In return for taking up this role and raising vital funds and awareness for ActionAid we will offer you:

- **an induction session at our ActionAid office in London. Travel expenses will be covered**
- **priority for volunteering opportunities that arise within the Fundraising Events Team during university holidays***
- **the opportunity to apply for internal ActionAid job vacancies***
- **the chance to apply to volunteer in our ActionAid tent at Reading Festival**
- **ongoing advice, fundraising support and feedback on your performance from your personal ActionAid contact**
- **a reference on request*.**

(* dependent on being a student events coordinator for a minimum of three months)

This role will give you the opportunity to learn more about our work and gain some fantastic experience in marketing, fundraising, events and PR. If a job in any of these sectors is of interest to you in the future, this could be just the stepping stone you need!



INTRODUCING ACTIONAID

ActionAid works in 43 countries in Africa, Asia and Latin America with over 19 million of the world's poorest people to find real and lasting solutions to poverty. We work with local partners to fight poverty and injustice worldwide, helping communities fight for and gain their rights to food, shelter, work, education, healthcare and a voice in the decisions that affect their lives. For any chance of success, we need the help of people who share our philosophy.

ActionAid also campaigns on a national and international level to protect the rights of poor people, particularly on issues such as unfair trade, debt relief, food rights and universal access to HIV and AIDS treatment. We provide educational resources on poverty to UK schools, were key players in the 2005 Make Poverty History campaign, and are a leading member of the Disasters Emergency Committee.

THREE KEY FACTS ON POVERTY

- **half the world's population lives on less than \$2 a day**
- **AIDS kills over 7,500 people every day; 4 out of 5 of these are in Africa**
- **more than 100 million children in the world's poorest countries – 60% of them girls – are denied a primary education.**

This is why we never give up on the fight against poverty and why it is our job to ensure that the struggle is not forgotten. At ActionAid we rely on our supporters and fundraisers to help us continue our vital work.

As a Student Events Manager for ActionAid you will be part of a team committed to fighting poverty worldwide, and really will be giving the world's poorest people a chance for a better future – something we all deserve.

**For further information please contact
ActionAid's Community Fundraising
Officer on 020 7561 7555 or
events@actionaid.org**

Photo credits: ActionAid, Georgina Cranston/ActionAid

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APPLICATION FORM

STUDENT EVENTS MANAGER ROLE

Please note that this is a voluntary position

Please return your completed application form to:
ActionAid, Fundraising Events Team, Hamlyn House,
Macdonald Road, London, N19 5PG

Person Specification

- Experience of having organised or being involved in charity events or activities.
- Ability to engage and motivate individuals in person and in writing.
- Strong communication and interpersonal skills– e.g. public speaking, presentations.
- A strong interest in international development and a passion for the issues relating to international poverty.
- Good team worker
- Commitment to ActionAid’s mission and values.

Personal Details

Last Name: _____ First Name: _____

Address: _____

University: _____

Course: _____

Year of course: _____

Contact phone number: _____

Email Address: _____

How did you find out about this role? _____

We will not sell or swap your personal details with any other organisations. ActionAid and its subsidiaries would like to keep you informed about our vital work, such as emergencies, fundraising and campaigning.

If you do not wish to receive this information please tick this box

Supporting Statement

Before completing this section, please read the Role Profile and Person Specification for this role. Taking into account the activities it highlights and in a maximum of 500 words, describe giving examples how your past experience will enable you to meet the requirements of the role, and furthermore why you think you would be a successful events manager. You may do this overleaf or on a separate sheet if necessary.