



## Save the Rhino International: Michael Hearn Internship Job application pack

### 1. Brief job details

**Role:** The Michael Hearn Internship

**Salary:** £24,000 per annum

**Contract:** 12.5-month fixed-term post

**Holiday allowance:** 25 days per annum plus UK bank holidays

**Probation period:** Three months

**Hours of work:** Team members work a 35-hour week (excluding lunch hours) with some evening and weekend working required

**Start date:** Monday 2 September 2024

**End date:** Friday 12 September 2025

**Location:** Save the Rhino's office at Unit 3, Coach House Mews, 217 Long Lane, London SE1 4PR (with flexibility as agreed by line manager)

**Line Manager:** Partnerships Manager

**Application closing date:** 23:59 (BST) on Sunday 16 June 2024

### 2. About Save the Rhino International – leading the charge!

At Save the Rhino International we believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.

We connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort.

Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

Our core values, on which we will never compromise, are Integrity, Collaboration and Determination.

Save the Rhino International was established as a UK-registered charity in 1994. In the financial year ending 31 March 2025, we expect to raise around £2.7 million in support of our conservation partners in Africa and Asia.

### 3. About the role

The Michael Hearn Internship at the Save the Rhino International is a highly sought-after first step into a career in wildlife conservation. This internship offers the chance to work in a UK-based fundraising conservation charity, providing an excellent all-round introduction to the conservation charity sector. You will join a friendly and highly motivated team in our office near London Bridge.

The Michael Hearn Intern contributes to Save the Rhino International's mission by supporting a variety of our key fundraising activities, including managing our iconic London Marathon team and our online shop. In addition, our Intern prepares conservation updates in the form of reports and blogs for our supporters, members, corporate and zoo partners. There are also opportunities for the Intern to participate in relevant discussions around conservation projects and strategy, as well as attend conservation programme update meetings. The Internship also includes, where possible, two

weeks in Namibia with staff from Save the Rhino Trust, one of the field programmes supported by Save the Rhino International.

Depending on the skills and interests of the successful candidate, there may be further opportunities to develop other strands of work within the charity. The successful candidate will benefit from training throughout their internship (internal and external).

Like all members of the team, the Michael Hearn Intern will support Save the Rhino's vital conservation work, participating in team discussions on all issues affecting the charity and its conservation mission. While each member of Save the Rhino's team has their own area of responsibility, everyone contributes their skills, expertise, and hard work to support their colleagues in delivering results.

All Save the Rhino employees benefit from the compulsory workplace pension scheme (unless they are younger than 22 years old), which receives contributions from the employer and employee.

The Michael Hearn Intern will join a kind, friendly, and highly skilled team, who are proud to work together to achieve ambitious goals. Most importantly, they will have a chance to make a difference: to contribute to Save the Rhino's vision to see all five species of rhino thrive.

#### **4. Key responsibilities**

The description below outlines the range of proposed tasks.

##### **London Marathon (supporting the Events Manager):**

- Implement all aspects of event management for the 2025 TCS London Marathon, including managing team support on the day, organising sports massage and photographer volunteers and working with the communications team on a media plan
- Implement all aspects of team management and stewardship, including supporting recruitment of participants, providing fundraising advice, organising team meetings and fundraising events, writing weekly newsletters
- Implement all internal data and administrative tasks relating to the London Marathon, including maintaining fundraising data on Salesforce and monitoring fundraising income

##### **Merchandise and Membership (supporting the Operations and Finance Lead and the Charity Administrator):**

- Manage Save the Rhino's online shop, including sourcing new products and designs, keeping track of stock, creating and updating products on Salesforce, Teemill and our website, fulfilling orders and answering merchandise queries
- Working collaboratively with multiple members of the team to produce our annual calendar
- Send out Membership Packs and welcome emails to new members and help with general membership admin
- Regularly create and update content on our exclusive Members' area on our website, including writing blogs based on recent rhino conservation news, creating fun and engaging videos and adapting content for different ages

##### **Partnerships (supporting the Partnerships Manager):**

- Develop conservation communication materials and/or reports for corporate and zoo partners
- Support the Partnerships Manager in monitoring enquires from small businesses, helping to build relationships and encouraging support
- Assist with data and administrative tasks relating to partnerships, including maintaining information on Salesforce and creating invoices

### **General admin (supporting the Charity Administrator):**

- Assist with general office administration, such as shared responsibility for Save the Rhino's general email inbox, answering the office phone, welcoming guests, and writing team meeting minutes

### **5. Person specification**

This Internship is perfect for Bachelors /Masters graduates who have graduated in 2022, 2023 or 2024, who have relevant volunteering experience and are looking for their first full-time role to kick-start their wildlife conservation or fundraising career.

As this position is aimed at those new to the conservation / charity sector, we are not necessarily looking for someone with direct experience of such work. However, we do expect that the successful applicant will:

- have an active interest in wildlife and/or environmental conservation. Save the Rhino is looking for someone who will really make the most of this opportunity to learn about all aspects of fundraising for conservation, gaining the specialist experience that will aid them to move on to work within the wildlife conservation sector, whether in an office environment or in the field
- have recently worked or volunteered in a relevant sector
- be able to demonstrate an extremely high level of organisation with the ability to manage multiple priorities
- be good at building and maintaining relationships with a wide range of people
- be highly IT literate, with experience of Microsoft Excel, Microsoft Word and email
- have a strong ability to work both independently and within a team

Save the Rhino International is a small and friendly organisation with big ambitions. Every day, we strive to achieve our vision of all five rhino species thriving in the wild. We have an informal, genuine, and supportive atmosphere, whilst expecting high professional standards of all our staff. All members of our team support the work of each other: enthusiasm, flexibility, and a willingness to pull together when required are essential.

Please note: the applicant must be eligible to work in the UK for the duration of the contract.

### **6. How to apply**

All applications need to be received by 23:59 (BST) on Sunday 16 June 2024. Applications should be sent by email to [recruitment@savetherhino.org](mailto:recruitment@savetherhino.org) with "Michael Hearn Intern 2024" in the subject line.

If you are not available for interview the week commencing Monday 24 June 2024, then, unfortunately, we cannot consider you for this post.

#### **Applicants should submit:**

- A CV, maximum two pages, in PDF format, which should clearly demonstrate the skills, aptitude, and experience outlined in the person specification
- A separate covering letter, also maximum two pages and in PDF format, which should explain why you want this position and mention where you saw the advertisement

Failure to provide this information could result in disqualification.

Invitations for interview will be sent out during the week commencing Monday 17 June 2024, with interviews held online the week commencing 24 June 2024. The interview process will last one hour, and will consist of an interview with three or four members of Save the Rhino International staff.

If you have not heard from us by 18:00 BST on Friday 21 June 2024, your application has not been successful.

Upon making a job offer, we will request the contact details of two referees (name, address, telephone number, email). Please ensure you have prepared your referees in advance of the interview date so that we may contact them without delay (referees will only be contacted once a conditional job offer has been made).

Please note that, due to pressure on staff time, applicants not shortlisted for interview will not receive a reply. Detailed feedback will be offered to candidates who were interviewed but who were not offered the post.

Please do not phone or email Save the Rhino International to ask for additional information pertaining to this role: everything needed to apply is included within this pack.

## **7. Protecting your data**

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>