

1. Brief job details

Role: The Michael Hearn Internship at Save the Rhino International

Salary: £20,000 per annum

Contract: 12.5 month fixed-term post (depending on start date)

Holiday allowance: 25 days plus UK bank holidays

Start date: September 2021; **end date** Friday 16 September 2022

Location: Central London

This internship offers the chance to work in a UK-based fundraising conservation charity, providing an excellent all-round introduction to the sector. You will join a friendly and highly motivated team in our headquarters near London Bridge.

2. General job description

Save the Rhino International (SRI) connects people striving to conserve rhinos and their habitats with people who want to support that vital work, as well as contributing its own knowledge and skills to the conservation effort. The Michael Hearn Intern will contribute to SRI's mission by supporting some of our key fundraising activities: our online shop, our Memberships programme and potentially a new Adoptions programme. You will also provide a range of general administration and finance support, and may have opportunities to contribute to conservation communications and partnerships. As a valued member of the team, you will also take part in all Team activities and discussions. And, if global circumstances permit, you may be able to undertake a working visit to one of our long-term conservation partners in a rhino range state.

The description below outlines the range of proposed tasks under different strands of our work.

Membership & Merchandise

- Responsibility for and management of Save the Rhino's online shop, including sourcing new products and designs, keeping track our stock, creating and updating products on our database (Salesforce) and website, fulfilling orders and answering merchandise queries
- Supporting the Operations Manager with Supporter memberships, database management of members, the development of communication materials, and sending out welcome packs to new members
- There will potentially be the opportunity to assist with the development and management of a new Adoptions scheme

Administration & Financial Support (supervised on a day-to-day basis by the Operations Manager):

- Sole responsibility for maintaining stationery supplies and office equipment and minuting meetings
- Supporting on updating the website, monitoring our enquires email inbox and general admin.
- Database management; creating and updating records on the database
- Responsibility for processing donations from various fundraising platforms, creating donation records on the database and sending thank you emails for donations received via fundraising platforms and our website
- Supporting on banking various forms of income, processing Gift Aid details and submissions and reconciling payments on the database

Partnerships (supervised by the Partnerships Communications Officer or the Managing Director)

- There may also be the opportunity to support the development of communication materials and/or reports for corporate and zoo partners and for grant-making trusts and foundations

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The internship usually includes two weeks' office support and field experience in Namibia, shadowing Save the Rhino Trust (SRT)'s fundraising and rhino monitoring teams in their day-to-day activities. We would aim to offer this again this year; however, this would be dependent on travel restrictions at the time.

As well as these specific responsibilities, the Intern can expect to take part in team discussions about fundraising strategy, issues arising in rhino conservation, field programmes etc. In addition, depending on the particular skills and interests of the successful candidate, there may be opportunities to develop other strands of work within the charity.

The Intern will be line managed by and conduct performance appraisals with the Operations Manager.

There is a training budget available for the Michael Hearn Intern. All Save the Rhino employees benefit from the compulsory workplace pension scheme, which receives contributions from employer and employee.

3. Person specification

This Internship would be suitable for people who have graduated in the past two to three years and are just starting a career in conservation. The applicant must be eligible to work in the UK.

If you are not available for interview the week commencing Monday 9 August then, unfortunately, we cannot consider you for the post.

Since 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 conservation, 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 and 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 an aptitude for administration work
- have a strong ability to work both independently and within a team

Save the Rhino International is a small and friendly organisation. It is innovative and the office has an informal atmosphere, but at the same time it expects high professional standards of its staff. All members of staff are required to support the work of the others, whether they are on annual / sick leave or simply under pressure. Enthusiasm, flexibility, and an aptitude for hard work will be needed.

4. Statement of particulars of employment at SRI

- Start date: The ~12.5-month contract with Save the Rhino International will commence in September, on a date to be discussed upon appointment.
- Job title: Michael Hearn Intern
- Place of work: Unit 3, Coach House Mews, 217 Long Lane, London, SE1 4PR

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- Hours of work: Normal office hours start between 08:00 to 10:00 and finish between 16:00 to 18:00 Monday to Friday, including a one-hour lunch hour.
- Pay: The salary rate will be £20,000 per annum. This will be payable in monthly instalments, normally on the last Thursday of the month, direct into the Intern's bank account
- Pensions: The Intern will be automatically enrolled into a workplace pension, unless the Intern is younger than 22 years old. If the Intern doesn't meet this criteria when starting the role, but does meet it at a later date, SRI will automatically enrol the Intern then
- Paid holiday entitlement: 25 days per annum. Incomplete years will be calculated on a pro rata basis
- Some evening and weekend working is required. In exceptional circumstances time in lieu may be offered, but this is not the normal case
- Appraisals: The Intern will have three-monthly appraisals with their line manager
- Notice period: The probationary period for the post of Michael Hearn Intern is three months. During the probationary period, employment may be terminated by Save the Rhino or the employee with a notice period of one week; thereafter a period of one month. The charity reserves the right to terminate the service of a member of staff without notice or payment *in lieu* of notice in circumstances of Gross Misconduct

5. Introduction to Save the Rhino International (SRI)

Save the Rhino works to ensure that all five rhino species thrive in the wild for future generations. We collaborate with partners to support endangered rhinos in Africa and Asia. SRI is primarily a fundraising organisation and we take a practical and evidence-based approach to our work. We expect to raise over £3.2 million in the financial year 2021-22.

Our website, www.savetherhino.org, has regularly updated information about the charity; about the five rhino species, the threats facing them and the programmes we support; about forthcoming fundraising events in which people can participate; about ways in which people can support us; and an online shop.

6. How to apply

Thank you very much for your interest in this post. We look forward to receiving your application.

All applications need to be received by 18:00 (BST) on Saturday 31 July 2021. Applications should be sent by email to recruitment@savetherhino.org

Applicants should submit:

- A CV, which should demonstrate the skills, aptitude, and experience outlined in the person specification
- A separate covering letter, which should explain why you want this position and mention where you saw the advertisement
- Both documents to be provided in PDF format, if possible

Failure to provide this information will result in immediate disqualification.

- Short-listed applicants will be invited for interview the week commencing Monday 9 August 2021
- If you have not heard from us by 18:00 BST on Friday 6 August 2021, you should assume that you have not been selected for interview
- Interviews will be held in our office in London if permitted under Covid-19 guidelines, otherwise they will be held online.
- The interview process will last one hour, and will consist of an oral interview with three existing members of SRI staff followed by a couple of short IT exercises

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- 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 SRI to ask for additional information, everything needed to apply is included within this pack

Please see our Job Applicant Privacy Policy below to make sure you are happy with how we will process your data.

7. Protecting your data

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on [our website](#).