



### **Events and Fundraising Assistant**

Full time, 5 days a week

Fixed-term contract to 18<sup>th</sup> May 2012

**Salary:** £17,000 per annum (pro rata), plus paid holiday

**Starting date:** Wednesday 1st February 2012

**Closing date for applications:** Friday 9<sup>th</sup> December

Interviews to be held in mid-December

One World Media is a registered charity. We promote media that contributes to global dialogue and understanding, human rights and development, mobilising a global media community that shares our values.

One World Media runs events, including screenings, workshops and panel discussions, all concerned with the media's role in furthering global understanding, international development and human rights.

Our flagship event, the One World Media Awards, is held annually in May. The Awards ceremony, hosted by Jon Snow of Channel 4 News and broadcast by BBC World News to an audience of over 250 million around the globe, has never had a higher profile. It is the leading awards event in the UK that celebrates and encourages excellence in media coverage of international development and world affairs.

We also run the One World Student Media Programme, a large-scale project which provides 23 universities nationwide with tailored training for media students. In May 2012, we will also be holding a 2 day Student Media Festival at MediaCity in Salford as part of our work with 23 universities nationwide. To find out more about our activities, visit our website at [www.oneworldmedia.org.uk](http://www.oneworldmedia.org.uk).

The Events and Fundraising Assistant will primarily assist the Events Manager with the coordination of the One World Media Awards 2012. S/he will also contribute to the Student Media Festival, fundraising for our activities and other areas of our work, including communications and administration.

Please note that we are not a production company and this role does not require production skills.

### **Job Description**

The role will involve working on the following four areas:

#### **One World Media Awards**

- Marketing the Call for Entries
- Processing Awards entries and payments
- Managing ticket sales and bookings
- Assisting with preparation/design of publicity materials
- Assisting with judging process
- Liaising with sponsors, entrants and attendees

**one world media**

charity number 296335

CAN Mezzanine, 32-36 Loman Street, London SE1 0EH

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- Assisting with coordination of the Youth Jury programme
- Assisting with coordination of the Awards evening
- Supervising volunteers

#### **One World Media Student Programme**

- Planning logistics for workshops around the UK
- Assisting with coordination of the Student Festival

#### **One World Media's Website and Communications**

- Writing for and updating content on the website
- Producing and sending out the quarterly e-newsletter, including writing, editing and design

#### **Office administration and Fundraising**

- Fundraising assistance (ie. research, grant-writing, identifying new targets)
- Database management
- Updating mailing lists
- General administration tasks

#### **Person Specification**

##### 1) Essential Criteria

- Experience in event coordination
- Experience in marketing and/or communications
- Ability to manage multiple tasks at once and deal with problems quickly and effectively
- Strong attention to detail
- Excellent interpersonal skills and the ability to interact with a wide range of people
- Customer service skills and good telephone manner
- Excellent writing, editing and communication skills
- Able to work effectively alone and as part of a small team
- Experience in updating and writing for websites
- Excellent computer skills, including familiarity with Excel, Outlook and Photoshop
- Flexibility regarding occasional evening and out of London working, if required

##### 2) Desirable Criteria

- Experience in fundraising
- Experience working with and managing databases
- Familiarity with website content management systems
- Experience in or knowledge of the media industry
- An interest in news and current affairs
- An interest in the developing world and international issues

#### **How to apply**

Please send a CV and cover letter outlining how you meet the criteria in the person specification (no more than one A4 page) to [leanne@oneworldmedia.org.uk](mailto:leanne@oneworldmedia.org.uk) by 6pm on the closing date. Applications must be accompanied by a completed equal opportunities form (available on the vacancies page on our website) and the names and contact details of two references.

*Late applications will not be accepted.*