



Community Events Intern

Role description

The headlines

We have no Planet B and time is running out. Engineers Without Borders UK engages and galvanises the engineering community to serve all people and our planet better than ever before.

As part of investing in enabling our movement of people we're offering roles to passionate and committed supporters, providing the opportunity to come and work with our staff team. This is a fantastic opportunity to gain experience working in a charity, develop your project management, communication and professional skills, and to be a part of achieving Engineers Without Borders UK's mission.

During this internship you will be responsible for supporting the delivery of an Engineers Without Borders UK's national event (details TBC)¹.

Location: London, UK

Type of post: 12 week internship, 5 days per week (35 hours per week)

Salary: London Living Wage - £10.55 per hour

Leave: 24 days per annum, plus public holidays (pro rata^d)²

Start date: January 2020

Deadline: Midnight (GMT), Wednesday 27 November

Interview: w/c 9 December, London

Engineers Without Borders UK

We lead a movement to inspire, enable and influence the engineering community and take action to put global responsibility at the heart of engineering.

Being a movement is important to us: it means that we can achieve so much more by empowering others and working in partnership than we could acting alone. We're proud to be part of a global movement of over 60 Engineers Without Borders organisations around the world who together are delivering long-term positive social and global development.

Global responsibility in engineering is important to us: we recognise the impact engineering has on people and the planet every day. Embedding global responsibility is embedding social and environmental responsibility into engineering mindsets and knowhow. This delivers better technologies, systems and infrastructure to serve all people and the planet today and for generations to come.

¹Please note that the details of an event are currently being compiled with a final decision and commitment to deliver an event to be made in mid-December, along with selection of the successful internship applicant.

² For a 5 day week over 12 weeks this equates to 6 days leave.

About the role

The Community Events Intern will have responsibility for supporting the delivery of a national event in 2020.

We are aiming to hold a national event in 2020 that will bring together our community to learn, discuss and take action to ensure engineering serves all people and our planet better than ever before. Through this event we will drive forward our movement and respond to the community's want for more in-person learning and networking opportunities. We will deliver sessions that develop future leaders and inspire, enable and empower them to achieve Engineers Without Borders UK's objectives.

As our Community Events Intern you will:

- Support the coordination and execution of a national event
- Assist with event queries
- Update our records with event details
- Assist with the preparation, setup, breakdown and debrief of the event
- Complete administrative tasks to support the smooth running of our office

The ideal candidate for this role will be highly organised, able to meet deadlines, have good attention to detail and be a good communicator. Some experience of organising events is preferable as you will be responsible for pulling together the event planning and logistics, managing registrations and supporting the delivery of the event.

You will be expected to work collaboratively with the rest of the team to ensure that your outputs fit within the wider charitable operations. You will have the ability to be flexible and work outside of your specific duties when needed. As part of a small team you will engage in activities outside of the scope of your role - this is a great opportunity to develop broader skills and experience as part of your professional growth.

Person Specification

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values. Our purpose is to engage and galvanise the engineering community to serve all people and our planet better than ever before. Our values are Visionary, Transformative and Collaborative and they are embedded into everything we do. This is what they mean for this role:

Visionary

You have an understanding of the message of Engineers Without Borders UK and are comfortable communicating this to others. You are aware of the multiple channels and stakeholders within Engineers Without Borders UK and are committed to achieving the most positive outcome for all parties within the work. You are happy to express your ideas, order your thoughts and follow coherent plans. You regularly feedback progress and insights from your work to the rest of the team to allow them visibility of the bigger picture of the work.

Transformative

You are committed to learning new skills and developing existing ones. During your internship at Engineers Without Borders UK you are keen to demonstrate your newly acquired knowledge and

experience in the work you are delivering. You strive to achieve accurate work in a timely fashion, building on existing ideas and materials, whilst also taking the opportunity to contribute your own ideas in a positive way.

Collaborative

You thrive in a team environment and are able to build strong working relationships. You understand your role in the wider team, but are not limited to this. You strive for excellence in your work and are keen to contribute your own ideas, time and knowledge where required throughout the organisation.

To ensure you're the right person for the role and can achieve success for yourself and Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for this role:

- Excellent organisational skills, ability to schedule multiple logistics and manage changes within tight timeframes.
- Excellent communications skills, both written and verbal, and an innovative and creative approach.
- Excellent interpersonal skills and the ability to work as part of a team, with external stakeholders and suppliers and on own initiative.
- 'Can do' attitude, highly organised and self-starter.
- Passionate about engineering because of the difference it makes to people's lives.
- Commitment to the organisation's purpose and values.

Previous experience of organising events and volunteering (particularly for Engineers Without Borders UK) is highly desirable. Specific knowledge and experience of GSuite, Adobe Creative Cloud products and Mac OS would be an advantage upon appointment but we can teach you how to use these.

Working for Engineers Without Borders UK

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

Our culture

We value a positive working environment for everyone on our team. We therefore expect all staff to demonstrate the following characteristics: passionate about our purpose, creative, team player, respectful, inquisitive, professional, open and dependable. We expect this of new hires and you can expect this from your team mates. You can expect support throughout your time with us, including an induction, regular feedback, weekly team meetings and peer nominated recognitions.

Working time, place of work and travel

We operate flexible working hours around a core hours expectation of 10am - 4pm Monday to Friday when you're not out and about supporting our community, working with our partners or promoting Engineers Without Borders UK.

This core hours expectation ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work.

Working with volunteers in our community is a key and exciting part of this role. This means that you may have some evening and weekend work, and travel within the UK with some nights away from home. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

How to apply

- To apply for the role please download and complete the below application form and return it to hr@ewb-uk.org before the application deadline.
- Shortlisted candidates will be contacted within two weeks of the application deadline to arrange next steps.

[Intern Application Form \(.docx\)](#)

[Intern Application Form \(.pdf\)](#)

The deadline for applications is midnight (GMT) Wednesday 27 November 2019.

We know that applying for a job is a two-way process - you will want to find out about us as an organisation just as much as we want to find out about the skills, knowledge and abilities that you could bring to Engineers Without Borders UK.

Please do get in touch with us via hr@ewb-uk.org if you would like to discuss the role and organisation before you submit your application.