

Internship Role Description	
Host Organisation	WA Fairhaven
Location of internship	2 Delhi St, West Perth WA 6005
Intern Role	Grants and Fundraising Intern

Internship timeframe			
Semester 1 (March - June) <input type="checkbox"/>	Semester 2 (August - November) <input type="checkbox"/>	Summer <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Mid-Nov to Mid-Dec <input checked="" type="checkbox"/> Mid-Jan to Mid-Feb	Winter (June - July) <input type="checkbox"/>
Other requirements (Please check)	Police check?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Working with Children Check?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Regional travel required? <i>*if yes, an additional proforma may be required.</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Organisation Mission/Vision
<p>Fairhaven aims to serve the community by providing services to families experiencing difficulties and challenges following family separation. We offer a holistic approach integrating Family dispute Resolution, Counselling and Educational Groups.</p> <p><b>Our Mission:</b> To work with families enabling them to rebuild their lives through the journey of family separation and to empower them to move forward.</p> <p><b>Our Vision:</b> Respecting families with healthy communication and respect for all members.</p> <p><b>Our Values:</b> Recovery and Growth, Integrity and Respect, Excellence for all and Equity and Accessibility.</p>

Role Description
As the Grants and Fundraising Intern, you will contribute to regular fundraising activities as well as undertake research and planning for long-term fundraising and grant application strategies.

Key Duties/ Accountabilities

### Your primary role is to...

- Familiarise yourself with your host organisation, its purpose and vision, the communities it serves and the issues it seeks to address
- Participate in fundraising activities and events
- Undertake research on available grants and funding streams
- Collate and summarise findings
- Develop grant submission timelines
- Contribute to the writing of grant applications
- Regularly report to organisation stakeholders on progress and findings

### Responsibilities & Activities

Which best describes the **responsibilities** of the internship role *(please check one)*

- Research and policy development
- Community consultation and engagement
- Communications and Marketing
- Digital media
- Information technology and data management
- Business development and service improvements
- Evaluation

Which best describes the type of **activities** will the intern will undertake *(please check one or more)*

- Data or literature review and analysis
- Writing reports or other materials
- Developing social media tools or websites
- Consulting or working directly with community
- Providing administration/organisational support
- Presenting or promoting information
- Supporting technical or IT projects
- Data or data base management
- Other *(please specify)*:

### Checklist

- Intern has an on-site supervisor for the duration of the internship
- Intern has a suitable work station at the organisation

The intern role and responsibilities outlined in this document are meaningful to the organisation and will ensure 100 hours are completed (*as per the academic requirements*)

### **Contact us**

Internship Coordinator

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