



Innovista



Internship Programme

“I finished feeling fulfilled, having produced work that will have a real impact for Jesus, and equipped to take my career in a new direction.”

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Choosing the Right Internship for You

If you're looking at internships, then you know that your next step is a significant one.

Like many others like you, you feel that an internship can offer you an injection of learning and experience as well as exposure to a field that you're interested in.

It seems like there's lots of internships out there - so why is it so hard to find the right one?

Here's 3 questions everyone looking for an internship should ask:

1. Will I be making a difference or will I be making coffee?
2. Will my internship benefit me as much as the organisation?
3. Will I be invested in so that I finish better equipped for what's next?

At Innovista, we love helping people grow. It's what we do - we equip leaders to reach their potential and reach their communities with the hope of Jesus.

During 2019, we trained 1,681 leaders across Europe, Russia and Central Asia, mostly in their 20s and 30s.

We give leaders training when they need it most and provide ongoing support so that they - and their ministries - grow. We love developing people - including our staff.

At the heart of our ministry is a team of exceptional people who pursue excellence in their work and personal development. Our culture expects and rewards learning, because we know that investing in our team is one of the best decisions we can make.

An internship with Innovista is an opportunity to use your skills to further God's mission, to be stretched and grow, and to discern what comes next.

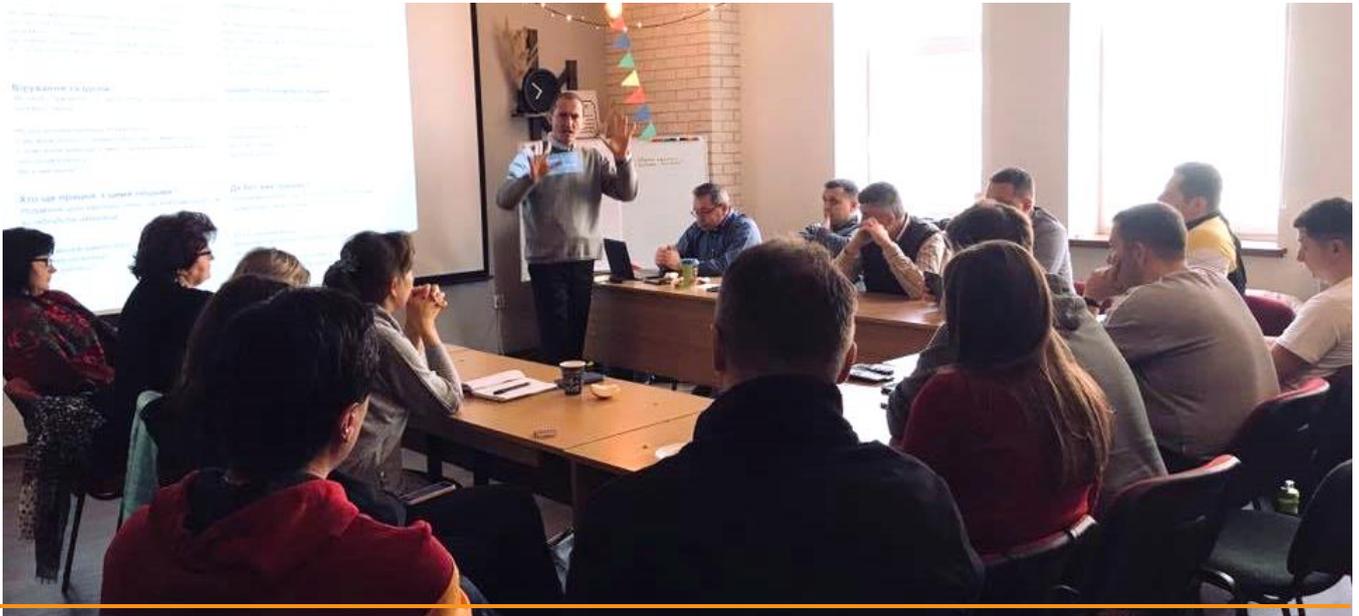
Choosing the right internship can have a big impact on what's next. So read on, and if you think Innovista is a place where you will thrive, then send us an application form.

I look forward to hearing from you.

Mary Oakes

Director of Supporter Relations





Innovista's Internship Programme

Who are Innovista?

Innovista identifies, equips and develops leaders to change their communities with the hope of Jesus.

Who is the Internship Programme for?

We're looking for Christians who want to see God's Kingdom grow, who fit our culture, who are willing to learn and who have something to contribute.

This role has an Occupational Requirement to be filled by a Christian under the provisions of the Equality Act (2010).

How long is the programme?

The programme runs from March until October. However, we can be flexible so get in touch if a different time frame will work better for you.

What size is the team?

Innovista have a staff team of 29 people, half of whom work from the Oxford office, including Thrive Teams. This internship is offered within our Supporter Relations department which will be 5 people once you've joined us!

It's been said that smaller organisations offer a bigger range of experiences. The opportunity to do an internship in a charity like Innovista means that the team will get to know you well and you'll be

given unique responsibility within your team as well as opportunities to learn from other departments.

What are my hours of work and wages?

Normal office hours are Monday to Friday, 9.00am to 5.00pm. This includes 30 hours of work within the Development Team (Monday, Tuesday, Thursday and Friday).

The weekly Wednesday training day is classed as voluntary where you'll receive excellent teaching and training as well as having time for personal learning.

You're here to make a difference, not to make the coffee. That's why Innovista Interns are paid the National Living Wage for hours of work and are offered the same holiday allowance as the rest of the team (equivalent of 5 weeks/year, plus public holidays).

Where will I be based?

You will be based in Oxford, the city of dreaming spires, with a concentration of diverse cultures and activities and lots of excellent churches.

It's also a city of contrasts: a city that educates future Prime Ministers yet is home to young people who grow up facing disadvantage in local estates. Innovista's three Thrive teams live and work in these areas and you'll have the opportunity to use your internship to resource these teams.

What training is on offer?

We want to see you use your time with us to grow and develop. So every Wednesday you will be offered time for training and personal development so that you finish your internship better equipped and a more employable person.

Training will help you develop essential workplace skills for life and understand yourself better.

What skills are you looking for?

Three internship tracks are being offered in Fundraising and Communications, Philanthropy and Digital Innovation. You'll acquire new skills and strengthen existing ones during the course of your internship.

What else is expected of me?

Many of the Innovista team fundraise for the charity through the course of the year, whether by asking people to support the cause through regular giving, or by taking part in an event (we've done sponsored runs, swims, cycles, climbs, you name it - all to raise the profile and impact of what we do.)

Interns are encouraged to join in and take part in a fundraising event (or start your own!). And we'll help you every step of the way!

Can you help with accommodation?

Although we don't have any accommodation to offer, we'll offer you our local knowledge to help you find a place in the city that's right for you.

I don't live in the UK - can I still apply?

We're happy to accept overseas applications, but you must be eligible to work in the UK.

When is the closing date / interview date?

Closing date for applications is Friday 28 February at 12 noon.

Interviews will be held in Oxford during the week commencing 9 March.

Still got questions?

Give Mary Oakes a call on 01865 788355 / 07552 216402 or email mary.oakes@innovista.org.

We'd be glad to hear from you!

"I found my internship incredibly enriching - professionally, personally and spiritually. Innovista's culture is one of learning and development so be prepared to be pushed in your work and to learn lots about yourself.

I finished feeling fulfilled, having produced work that will have a real impact for Jesus, and equipped to take my career in a new direction."

Matt Judge, former Marketing and Communications Intern

WHAT DO I DO NOW?

Step 1: **Decide** if this internship could be for you

Step 2: **Choose** which track interests you most

Step 3: **Apply** by submitting your completed application form **HERE** (you do not need to send your CV)

Application forms can be downloaded from our website - www.innovista.org/about/jobs

Deadline: Friday 28 February 2020, 12 noon

Interviews: w/c Monday 9 March 2020

A Day in the Life of...

Here's what a day on an internship track could look like. Choose which track you prefer and let us know on your application form.

Time	Track 1: Fundraising and Communications	Track 2: Philanthropy	Track 3: Digital Innovation
9:00	Start the day in prayer with the team		
9:15	Write a first draft of a two-page annual report about Innovista's work in Ukraine to be sent to a small group of supporters with the aim that it encourages and inspires them.	Spend some time developing a prospect research paper on a new charitable trust which has come to your attention. Focus on establishing what the trust priorities are and a likely grant size.	Investigate the latest analytics from our Google Ads Grant and write a few recommendations as to how to drive more people to our new website.
11:00	Open the post to find a cheque from Mrs Jones. Call her to thank her for her gift, and then write her a thank you card for all the team to sign.	Arrange a lunch meeting for the CEO to meet with a long-standing major donor and develop a briefing paper, with talking points, to help facilitate the meeting.	Schedule the social media posts due to go out next week highlighting some of the amazing ministries that Innovista supports.
11:30	Check the Mailchimp report to see how many people engaged with last week's email, and have a quick chat with a teammate to make sure we're on schedule for the next email communication.	Consider whether it would be viable for a couple of major donors to attend the next International Leadership Team meeting in Moldova.	Update the home page of the website so that it remains fresh, true to the Innovista brand and offers clear calls to action.
2:00	Take part in a meeting to decide on the best way to give Innovista supporters the opportunity to provide conference scholarships for isolated leaders in Central Asia. Leave clear on what has been decided and what you are responsible for.	Meet with a prospect for coffee in Oxford to establish whether this is someone who could be part of the major donor portfolio going forward. Update her on the work of Thrive Teams in Barton and help her to understand the impact of her last donation.	Create a brief and storyline for the next video footage to come from the Leading for Life conference being held in Central Asia.
4:00	Log onto the supporter database to change a supporter's address. Produce a report for tomorrow's meeting which shows which supporters haven't heard from us in a while.	Attend the monthly Philanthropy meeting to brainstorm cultivation and solicitation plans for a number of donors in the portfolio. Consider the networks that donors move in and how to maximize their influence.	Help to input into a marketing plan for the Oxford Half Marathon to ensure that Innovista is making the most of digital engagement opportunities.

Wednesday Training Programme



“Innovista gave me a genuine opportunity to get stuck into the organisation and to identify and grow my strengths. I really appreciated the amount of time we spent on development and our Wednesday mornings praying.

“I also loved the opportunity to lead my own projects. I really felt like the organisation gave me space to learn during the year, and that I moved to another role knowing some of my work-related strengths and weaknesses.”

Liz Veldman, former Fundraising Intern

We want to see you use your time with us to grow and develop. So every Wednesday you will be offered time for training and personal development so that you finish your internship a better equipped and more employable person.

Training will help you develop essential workplace skills for life and understand yourself better.

Month 1: Understanding Yourself

Discover your strengths, skills and temperament through a combination of self-assessment and personal feedback that will help you understand yourself.

Months 2-4: Workplace Skills for Life

Develop the essential skills that will make you a valuable asset in any workplace. Learn the time-management skills to work effectively and efficiently and manage complex projects; discover how to identify and cope with stress; learn how to deal with conflict; and discover how to give and receive feedback that improves team performance.

Month 5: Employability Skills

As you begin to think about what's next, your manager will help you to develop the skills to impress employers in writing and in interview and by revealing what it's like on the employer's side of the recruitment process.

Months 6-7: Bespoke Development Programme

In conversation with your manager, develop a bespoke training programme just for you. Options include leadership, charity management, fundraising, communications skills.

Mentoring

We'll work with you to help you identify and find a mentor to meet up with regularly who can help you implement your learning and identify your next steps.

Typical Wednesday Timetable

9.30am: Training Slot

11.30am: Team Prayers

12.30pm: Shared Lunch

2.00pm: Personal Development Slot

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Deadline: Friday 28 February, 12 noon

We value your privacy. We promise to keep your details safe and will never sell them. Need extra reassurance? Read our full privacy policy online (innovista.org/privacy). You can change how you hear from us at any time – just email hello@innovista.org or call 01865 788350.

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