



RESEARCH AND ADMINISTRATION INTERN

Do you want to join a start-up charity with ambitious plans?

One in four children leave primary school unable to read to the expected standard. These children can struggle for the rest of their lives. Reading isn't just about books. It's about reading a road sign, a tweet, a text from your gran. It's understanding an online job application form and the prescription that could save your life.

Bookmark helps children develop the reading skills they need to succeed in school and beyond, by creating flexible volunteering in the heart of our communities.

Help us change the story for more children

We are looking for an enthusiastic and hard-working research and administration intern to join our team in London. It is a fantastic opportunity to contribute to the growth of an exciting and ambitious start-up organisation, as well as gain valuable experience, mentoring and new business skills. You will be responsible for research and analysis across various organisations and campaigns, as well as proactively supporting other colleagues across the charity.

We are a small but growing team of hard-working self-starters, who care about what we do. We aren't afraid to roll up our sleeves, try new ways of doing things, and support each other so that we can achieve our goals. If that sounds like you and you share our vision and values, we'd love to hear from you.

JOB DESCRIPTION

- Support the fundraising team by producing detailed briefing reports on corporations, individuals and other organisations, as required
- Assist our team of Community Managers by producing thorough and accurate research documents on schools and other organisations, as required
- Market analysis, scoping exercises and research into other charities corporations and not-for-profit organisations
- Support with the ongoing Trusts and Foundations research programme
- Quantitative and qualitative data collection from and for Bookmark campaigns, including Bookmark's impact evaluation
- Assist with the development and production of the games, activities and resources created for our Bookmark volunteers.
- Collate, input and maintain accurate information on databases, including CRM and SharePoint
- Assist with the onboarding of volunteers, maintaining accurate and up to date information
- Assist in the production and proofreading of internal and external documentation
- Support and help co-ordinate events organisation and facilitation
- Support the Bookmark team in daily administrative tasks
- Ensure that all activity helps to build Bookmark's brand and is always brand compliant



PERSON SPECIFICATION

- Superb organisational and interpersonal skills
- Able to meet deadlines and be flexible
- Accuracy and attention to detail
- Outstanding verbal and written communication skills
- Enthusiastic, professional and positive, with a strong desire to learn
- Highly self-motivated and enjoys working in a fast-paced growth environment
- CRM and / or SharePoint experience preferable
- Proficient in Microsoft Office suite (particularly Word, PowerPoint and Excel)

Bookmark is committed to safeguarding and promoting the well-being and welfare of children and requires everyone associated with the charity, including all trustees, employees, and volunteers to share this commitment. Successful applicants will need to undergo child protection screening appropriate to the role, including references from past employers and Disclosure and Barring Service checks. Bookmark is an equal opportunities employer and we welcome applications from all sections of society and communities we operate in.