



## Intern Recruitment

Healthy Food for All (**HFfA**) is an all-island charity working to promote access, availability and affordability of healthy food for low-income groups. **Healthy Food for All** is looking to engage one part-time intern for a **three month period from March to May** to assist in organising and delivering our National Conference. The conference will take place in April and will include a number of keynote speakers focusing on food poverty and health inequalities, plus a range of workshops exploring solutions to this national issue. HFfA provides a supportive working environment and we look forward to engaging someone who will be integral in helping us deliver a professional and energised event.

### What's involved?

- Support the Healthy Food for All team in planning and coordinating the conference, including venue & catering logistics, liaising with invitees and managing RSVPs, preparing delegate packs, and coordinating the design of other conference materials.
- Work with staff at the conference to manage the registration desk, direct delegates to workshops, take photographs throughout the day and any other tasks that may arise.
- Follow-up work after the conference, e.g. update database of attendees and help with dissemination of information and learning from the event.

### Time Required

- **Part-time 20 hours for a three month duration from March to May 2015.** Ideally Wed/Thurs/Friday but we are flexible on days and hours worked.

We are looking for an enthusiastic, reliable and motivated intern to support the coordination and delivery of our National Conference. Interns are expected to act in a professional manner at all times. This role is open to individuals with experience of supporting the delivery of events. The volunteer will gain further event management experience and knowledge on food poverty and health inequality issues.

Applicants are requested to send an email outlining why they are interested in this role and their relevant skills and experience to Georgina Buffini at [gbuffini@healthyfoodforall.com](mailto:gbuffini@healthyfoodforall.com) **no later than 5pm on Thursday, 26<sup>th</sup> February**. Training and support will be provided to the intern and (s)he will be reimbursed for appropriate receipted expenses.