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**Job Title:** Reach Charity Internship

**Reporting to:** Reach Charity Business Support and Charity Operations Lead

**Organisation:** Reach Charity Ltd

**Pay:** This is not a paid role

**About REACH:**

Reach Charity Ltd empowers individuals with Upper Limb Difference through support, advocacy, and community from birth into adulthood. We are small volunteer-led national charity that has been supporting families whose children have upper limb difference across the UK and in Ireland for nearly 50 years. Recently we have widened our object to enable the support of young adults with limb difference. We believe in the power of peer support and strive to create inclusive and empowering experiences for our members. A vital source of support is provided by 18 volunteer-led local branches who organise events and meet-ups for families all across the year.  The charity also organises a young people’s activity week called RAW every summer for young people aged 10-17and an Annual Family Weekend every October. We run an Adaption, Activity, and Membership Bursary Scheme and a recorder hire scheme to ensure participation and inclusion. An essential part of what we do is keep Reach families connected by enabling national and local closed social media groups and through the publication of our magazine, Within Reach, three times a year – Spring – Summer – Winter. Seeing the potential in all Reach children, celebrating their ability and never focusing on differences has been our philosophy for many years. Now is an exciting time for the charity as we work to enable adults with upper limb difference for the first time whilst at the same time sustaining and growing support for Reach families. More information can be found at <https://reach.org.uk/>

**About the Role:**

We are seeking an enthusiastic individual who wants to learn more about the not-for-profit sector, how to support members and how to sustain and grow a charity. You will be working closely with the Reach Team who will be able to show you the day to day running of Reach and support your participation in project work. In this role you will be working from home, but we do have a small office space in Totnes which you are welcome to use. The role may involve some travel to project and charity events and Trustee Meetings, Reach charity will cover your expenses.

**Key Tasks**

* Helping Branch Co-ordinators set up and communicate events.
* Helping with preparations for (and attending if possible) the Annual Family Weekend 17-19th October including bookings, schedule, speakers, sponsorship, and merchandise.
* Support Reach Community Fundraisers and Fundraising events – UK-wide
* Supporting the Reach Team in fundraising across three strands:
  1. Community Fundraising: Supporting members fundraise locally where they live.
  2. Event Fundraising - work with the team to develop a new annual challenge event.
  3. Trust & Foundation Fundraising - Gather, collate and assimilate quantitative and qualitative data to make the case to prospective funders/support the development of Reach Fundraising Strategy to deliver our Five-Year Strategy (2025-30) in partnership with our Board of Trustees.

**Essential skills, experience**, **values**

* Managing priorities & multi-tasking – we will help you
* Strong organisational and planning skills – we will help you
* Communication is key to what we do, but ‘how’ we do it is really diverse, it might be you’re not great on a phone, but you are brilliant, creating content/designing pages on a website, it might be that you are really good at listening, and interpreting ideas, these are all brilliant communication skills, so we are happy to consider communication in the widest context
* Interpersonal skills - Reach is a diverse community, an empathetic, reflective learner will work well in this context.
* Fast learner in new systems
* Ability to work independently and as part of a team – as an intern you will want to learn on the job, and we will make sure to give you plenty of opportunity to learn with the Reach team but working independently is part of working for national charity so you will have to be able to do both.
* Accuracy in dealing with personal data and event details
* Passion for equality.

**Desirable skills, experience, values**

* Project management/coordination
* Various types of event management from simple meetings to face-to-face meet ups and large (200 people) events
* Knowledge of systems such as Forms Assembly, SharePoint, Canva, Mailchimp, InDesign, and Saleforce
* Experience in risk assessment and safeguarding
* Passion for supporting people with upper limb difference and their families.

Please note with all listed in the ‘Desirable’ section you don’t need to have the skills and experience already, but an interest would be great.

**Other information**

* Work timing can be flexible, upon agreement with Charity Lead
* We have an office in Totnes, and we are happy for you to use this as your base if you want to
* The post reports to and is supervised by Reach Business support remotely, with Mentor support given by Charity Operations Lead, based in Devon
* A DBS check is required.

**Benefits:**

* Opportunity to contribute and support a small well established national charity and see the difference you make.
* To learn with people expert in their fields: <https://www.reach.org.uk/team/staff-volunteers>
* Develop skills to support your future goals
* Be part of a supportive and passionate team
* Opportunities for professional development.

**To Apply:**

Please submit your CV and a covering letter outlining your suitability for the role to Ashley Blackburn, Reach Business Support Email: [ashleyb@reach.org.uk](mailto:ashleyb@reach.org.uk)

NB: Please make sure to respond to each section within the JD & PS as we will be considering your application against each point.

If you would like a conversation about the role please contact SJ, Charity Lead, M: 07932 747 652.

**Closing Date:** 22 July 2025

**Interviews:** WC 28 July 2025

**REACH is an equal opportunities organisation and welcomes applications from all sections of the community.**

**Note:** This is a new role. This job description is intended to provide a general overview of the position. It is not exhaustive and may be subject to change.