



## **Business Development Volunteer Intern Role Description**

<b>Role Title:</b>	Business Development Volunteer Intern
<b>Location:</b>	Edinburgh Dog and Cat Home, 26 Seafield Road East, Edinburgh, EH15 1EH.
<b>Opportunity Details:</b>	This is a role that offers the opportunity to support a well-known local animal welfare charity carrying out a piece of confidential research into potential new income streams to support the charities strategic aims.
<b>Responsible to:</b>	Director of Operations/Deputy to the CEO
<b>Key Tasks:</b>	To conduct mostly desk based research into possible income generating options which have been identified by the Home's Senior Management Team. To analyse these options and assess their viability taking into account the Home and its operational capabilities. Compile a report of findings and present to senior management and possibly our board of directors. As part of this opportunity you will have dedicated support time with senior management.
<b>Hours:</b>	20 to 25 hours per week, we offer flexible arrangements
<b>Duration:</b>	8 – 12 weeks
<b>Training:</b>	No formal experience or skills are required for this opportunity. We are looking for an intern with an interest in business and finances in the charity sector who want a rich and rewarding professional learning experience.



**Induction Training:**

Full introduction to the organisation will be given, as well as training in each aspect of the role.

**Ongoing Training:**

Access to other training courses as required which would assist you in your role.

**Personal Qualities:**

Enthusiastic approach, an eye for detail and a business minded approach to finances with understanding of the importance of a regular commitment.

**Expenses:**

Actual travel expenses can be reimbursed to a maximum of £4 per day.