



**Job role:** Event Internship (X2), 6 month placement, Full Time

**About us:**

Action Challenge had been in business for 20 years, and are organisers of UK & World-Wide challenge events – delivering unique and exciting experiences for the country's top charities, companies, private groups, and individuals. We have over 30,000 participants each year and have helped to raise over £85 million of fundraising for our charity partners. Due to our growing client base, and with an expanding portfolio of UK mass participation events and International challenges, we want to strengthen our London HQ Team.

**The Role:**

We are looking for recent University graduates with a keen interest in sporting events, and mass participation – ideally with a relevant degree subject, or can demonstrate a passion and interest in what we do to join us on a 6 month internship program. You will be available to work from April onwards, and will gain experience across marketing, customer services, planning and operations as we work towards delivering the 2021 Ultra Challenge series of events. The role will give you grounding in many aspects of event management, with a particular focus on the planning and implementation phases, as well as customer services, event admin & finance and communications. Alongside office work, there will be the opportunity to work in the field, out on events across the UK, to gain some vital and important event experience for anyone who is looking for a career in event management.

**You will be:**

- A recent graduate, ideally with experience within a workplace during studies
- Interest and passion for sports & the outdoors
- Strong IT skills including Microsoft Office Software, including word, excel and outlook
- Excellent time management skills and ability to focus on tasks set
- Excellent organizational, communication and interpersonal skills
- Flexible with working hours whenever required - and weekend event work
- Works well under pressure in a very fast paced environment

**The Role:**

- We are looking to fill x2 positions
- Pay – equivalent salary to £18k
- Starting early-mid April working in our office
- The role will be initially a 6 month contract, with the potential for extensions beyond the 6 months

**To Apply:** Complete our online form here: <https://airtable.com/shrDTKa5xycblCFVN>