

Executive Internship

Role & Responsibilities:

The Executive Internship at the Ethical Fashion Forum (EFF) is an important role within the organisation. This three month placement offers first hand experience at the heart of the Ethical Fashion Sector, and is based at the EFF's head offices in London's most vibrant fashion district near Brick Lane. The role includes working alongside the EFF's Managing Director and getting involved in every aspect of the management of this creative international organization, including attending key meetings, funding, financial, and business management, research, administration and playing a support role on specific projects.

1. Meetings and minutes

The Executive Intern will attend meetings alongside the EFF's Managing Director, and will be asked to write minutes and follow up after meetings ensuring that all agreements are actioned.

2. Support role on projects

The Executive Intern may be asked to play a support role on EFF projects and events, working alongside project managers/ other interns. This may include collecting information, playing a co-ordination role and representing the Ethical Fashion Forum at exhibitions such as London Fashion Week and Pure.

3. Website updating and administration

The Executive intern is responsible for keeping the website updated, alongside the marketing intern and project managers. This may include collecting and collating information for the various parts of the site.

4. Project, office and company administration

The executive internship role aims to offer a rounded understanding of the workings of the Ethical Fashion Forum. The executive intern will play a role in project and office administration and filing across the entire breadth of the EFF's work.

5. Funding and finance

Funding and financial management are key parts of the EFF Managing Directors role and the Executive Intern will assist with this, including researching and contributing to project development and funding applications.

6. Strategy and planning

The executive intern is invited to attend board meetings of the Ethical Fashion Forum and Ethical Fashion Consultancy and gain an insider understanding into strategic development, and the process of turning ideas into successful projects.

7. Weekly updates to board and team

The executive intern is responsible for sending a brief weekly update to EFF and EFC boards and team on work that has been achieved and new projects and events planned. This will involve liaising with all team members to collect latest information each week.

Outputs:

1. Experience:

First hand experience of:

- **Strategic and working meetings:** Attending and recording minutes for a diverse range of meetings, gaining an understanding of the fashion industry and the bodies supporting ethical fashion, planning, negotiating at, chairing, and following up on high level meetings
- **Project, team and time management:** Gaining an insight into complex project management, prioritising, programming, and empowering teams.
- **Funding and finance:** Gaining an insight into the funding and financial structure for the EFF as an international social enterprise.
- **EFF work and projects:** Gaining a broad understanding of the range of work and projects carried out by the EFF and how these are developed and managed, including international work and projects
- **Research:** Experience of playing a research role including planning and systematic recording of findings
- **Project and office administration:** Learning about administration, filing and management systems for a range of product and client types
- **Website Content Management:** Coordinating content and understanding the back end of website content management

2. Skills and personal qualities:

- **Effective proposal, report and minute writing:** Including an understanding of proposal writing for funding and minutes from high level round table events
- **Research:** Research skills related to projects and fundraising
- **People and communication skills:** Confidence, communication skills encompassing written and face to face delivery

- **Funding and finance:** Increased understanding of funding and finance for social enterprise, including budgeting and forecasting

PERSON SPECIFICATION

- **A good level of knowledge, or demonstrable interest** in ethical fashion and the issues that surround it
- **A good ability to research and manage effectively a variety of vital tasks and topics**
- **Writing skills:** getting points across in a manner that appeals to specific target audiences
- **Interpersonal skills: Confidence and communication skills encompassing written and face to face delivery.**

PRACTICAL INFORMATION

Working hours:

The standard working hours at EFF are 9.30am to 6pm

The EFF team likes to work on a flexible basis regarding office hours and occasional working from home if this is more productive. This can be discussed with supervisor.

Time period and days per week:

EFF requires a commitment of a minimum of 3 days per week from interns, for a minimum of 3 months.

This is to ensure that the placement is useful for both parties.

A full time internship is the most productive, however we understand that interns may need to do paid work elsewhere 2 days per week to support themselves.

Payment and expenses:

Internships at EFF are unpaid, however travel and lunch costs can be covered.

Interns to agree expenses plan in the first week to ensure that needs are met.

Email management:

Email set up will be explained by your supervisor.

The EFF has an email data system to ensure that mails are backed up in project files, which will be explained to you by your supervisor.