

Link Community Development's vision is a world where all children have access to high quality education. Our mission is to promote access to quality education in rural communities in sub-Saharan Africa through innovative approaches and projects. We deliver this mission with our partners in Ethiopia, Ghana, Malawi, South Africa, Uganda, and Ireland, Scotland and the USA.

The Hitch is our largest fundraising event, and the largest organised Hitch-hike in the UK. Since its inception 20 years ago over 7,500 people have taken part in the Hitch, raising an incredible £3.5million for Link. In 2011 around 1,000 people took part in the Hitch, raising £400,000.

January – April is the point in the events calendar which we have spent the rest of the year working towards, meaning that it is a busy and exciting time to work within the team. During this period we make final preparations for the Hitch, ensure that participants are prepared for their participation, and then we run the event itself.

The role of the Hitch Support Officer will primarily be to support the Events Team with all the administrative duties involved in running the Hitch; from compiling and sending out essential pre-departure information, to tracking Hitchers whilst they are taking part in the event. There will also be a creative element to this role – you will be asked to feed into marketing strategy plans, research potential corporate partnerships for the event, and source competition prizes.

Hitch Support Assistant

Duties

During your contracted employment with Link, you will be responsible for the following:

1. Immediate administrative support for the Hitch

- Process online registrations
- Compile and send out Hitch packs and Nominated Contact packs
- Process the payments we receive when Hitchers purchase Hitch merchandise from the online Hitch shop, and post these items
- Send out promotional materials to Hitch Reps
- Respond to telephone and email enquiries
- Process incoming Hitch forms
- Manage, update and co-ordinate subscriptions for e-newsletters

2. Final preparations for the Hitch itself

- Compile and send out Pre-departure safety packs to Hitchers
- Support the Events Team in contacting Hitchers for the essential documentation that is required for them to take part in the Hitch
- Support the Events Team with the daily process of tracking Hitch Group locations whilst they are hitching
- Conduct Health & Safety Briefings over the phone for Hitchers

3. Corporate sponsorship

- Follow up on existing work to source competition prizes for the Hitch
- Follow up on existing investigation into potential corporate sponsors for the Hitch

- Assist with writing and proof reading sponsorship approaches

4. Social media

- Assist in stockpiling Link and Hitch Facebook page status updates
- Input and assist with ongoing social media strategy

5. The 10K Summer Run

- Physical flyering and online promotion
- Send out welcome packs to participants
- Assist in responding to telephone and email enquiries
- Assist with the development and implementation of promotional strategies

6. The Uganda Bike Ride

- Physical flyering and online promotion
- Send out welcome packs to participants
- Assist in responding to telephone and email enquiries
- Assist with the development and implementation of promotional strategies

7. The 20@20 Challenge

- Send out welcome packs to participants
- Assist in responding to telephone and email enquiries
- Assist with the development and implementation of promotional strategies

8. Other activities

- Work with Raiser's Edge database
- Assist staff with planning and holding relationship building events

9. Any other duties as required by your line manager