



## **Earth Trust Fundraising Apprentice**

### **Business Administration Apprenticeship with Abingdon and Witney College**

**Apprenticeship level:** Advanced Level Apprenticeship

**Salary:** £142-£247 per week

**Hours:** 35 hours per week

**Expected duration:** 18 months

Based with the Earth Trust's Fundraising Team and managed by the Individual Giving Officer, the Fundraising Apprentice will learn about and assist in a broad range of fundraising activities working alongside both the Individual Giving Officer and the Major Appeals Manager.

The Fundraising Apprentice will help to deliver a first class fundraising programme. You will be a key member of the team, helping to build important relationships between Earth Trust and our supporters as we raise funds for a variety of projects, including the Earth Trust Gateway.

You'll learn the key principles of fundraising as well as essential workplace skills, whilst furthering Earth Trust's charitable objectives.

### **Responsibilities**

- To undertake prospect discovery research, in relation to individuals and organisations.
- To assist in the development of biannual fundraising appeals to raise funds from the general public and supporters.
- Support the development of the Friends scheme: devising exclusive news content and member-only events; sending timely renewal documentation; growing the membership by researching opportunities for face to face recruitment of Friends and help deliver these recruitment activities.
- To assist in the development of corporate packages to engage support from local companies (and beyond), including making approaches and following up to secure income.
- To assist in identifying prospects for corporate sponsors of our Lambing Festival, and other ad hoc sponsorship opportunities. Working with the Events Coordinator to pull together appropriate sponsorship packages and the Communications Team to effectively market these sponsorship opportunities.
- Assist in the development of special projects (previous examples include our River of Life project) and pulling together the information to enable applications to grant funders.
- To help pull together the 'Case for Support' for our projects and core work, and assist in developing effective and successful approaches to funders and supporters.
- To help with recruitment and management of community fundraising volunteers, including helping to compile guidance documentation. Assist in placing static collection tins in the local community through research and approaches to potential venues.

- Helping to ensure that all fundraising activity is accurately recorded on the Trust's CRM database.
- Helping to deliver an agreed programme of stewardship and fulfilment including writing reports, compiling claims, producing pieces for regular supporter newsletters, writing press releases for successful fundraising activities, and arranging specific events, in consultation with members of other teams.

In delivering the above, the Fundraising Apprentice would be expected to have regard to the following:

- Working according to Earth Trust policies and procedures, especially those relating to Health and Safety.
- Portraying the Earth Trust and its mission in a positive light in all job related dealings and working relationships.
- Obtaining professional and personal development training according to Trust policy and in consultation with their line manager.
- The need to carry out any other relevant tasks which their line manager can reasonably ask from time to time.
- Developing excellent supporter relationships, whilst undertaking project monitoring and evaluation, and issuing funding reports and appeals in the form of periodic mailshots.

## **Requirements and Prospects**

Desired skills:

- Experience in a public facing role, communicating with a range of people from all walks of life; able to understand why people give to charities/causes.
- Experience of using Microsoft Office with particular reference to Excel, Word, and Publisher.
- Experience of using a database.

Personal qualities:

- The ability to plan, research and deliver work to schedule, as you will play an instrumental part in generating income.
- A strong desire to work in the field of fundraising.
- A willingness to take part in the full range of tasks carried out by the Fundraising Team.
- Motivated with an enthusiasm for working with a wide range of supporters.
- The ability to work to a set of policies and standards, especially relating to Data Protection and Privacy.
- The ability to work in a team, and also on own initiative.
- Willingness to work some weekends and evenings, agreed in advance.

Desired qualifications:

- Minimum maths and English GCSEs at grade A\* - C or equivalent.

## **Future prospects**

This is a fixed term 18 month position to provide fantastic work based skills training, offering a springboard into further employment elsewhere within the charity sector. You will learn and implement key fundraising skills which can be applied in a variety of roles, for example Community Fundraising, Corporates, Grants and Trusts Fundraising, Individual Giving, Membership Development, Support Care/Relations, Business Development, and Database Management.

## **Things to consider**

Please apply as soon as possible for this role. Should the right candidate be found prior to the closing date, then the vacancy may be closed early.

## **Induction Day with Abingdon and Witney College**

Any new person applying for apprenticeship roles where Abingdon and Witney College deliver the training will be required to attend an Apprenticeship Induction Day at Witney or Abingdon campus.

This will consist of a series of initial assessments (required prior to an apprenticeship offer), completion of essential paperwork, the opportunity to find out more about the apprenticeship process, the training included, and a forum for your questions.

As a new Apprenticeship Applicant you will only have to undergo this process once. If you would like to talk about the assessments or if you would need any extra support to attend the Induction Day please call the college on 01235 216216.

## **Qualification Checks**

By applying for this vacancy you are giving Abingdon and Witney College permission to undertake a Learner Record Service check on your previous qualifications. Individuals who already have a Level 4 qualification are now eligible for a Level 5 or above Higher Apprenticeship only. They are not eligible for funding for an Intermediate Level, Advanced Level or Level 4 Higher Apprenticeship. We make every effort to ensure that applicants from non-traditional academic backgrounds or those who may not have the formal GCSE entry requirements can access apprenticeships where possible.

The National Minimum Wage (NMW) for Apprentices is £3.70 per hour. This applies to 16-18 year old apprentices and those aged 19 and over in the first year of their apprenticeship. For all other apprentices the National Minimum wage appropriate to their age applies. The Wage for apprentices applies to both time spent on the job plus time spent training.

## **Occupational Profile**

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike; from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

- Business Administrator Apprenticeship Standard level 3
- Level 2 Functional Skills in English and maths

*Skills:*

- IT
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management

*Knowledge:*

- The organisation
- Value of their skills
- Stakeholders
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- External environment factors

*Behaviours:*

- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

## **Apprenticeship standard**

Business Administrator