

## **JOB DESCRIPTION – FUNDRAISING APPRENTICE**

### **1. KEY TERMS**

Job Title:	Fundraising apprentice
Working Hours:	9am to 4.30pm (1/2 hour lunch break) Monday to Friday
Salary:	Salary for the 1 <sup>st</sup> year of apprenticeship £12,012 per annum for 35-hour week (£6.60 an hour)  Salary after 1 <sup>st</sup> year of apprenticeship is dependent upon age:  £12,012 per annum for aged under 21 (£6.60 p/hr) £15,215 per annum for ages 21 – 22 (£8.36 p/hr) £16,216 per annum for over 22s (£8.91 p/hr)
Contract Length:	Fixed term contract for 18 months, with the possibility to extend to a permanent job once training is completed
Annual Leave:	Four weeks plus bank holidays
Reporting to:	Finance Manager
Place of work:	Redhill, Surrey
Closing date:	Applications comprising a CV and a Covering Letter explaining your suitability for the role, must be received by <b>2<sup>nd</sup> March 2022</b> at the latest

### **2. ELIGIBILITY**

All applicants must have Level 2 Maths and English (equivalent to a GCSE grade C or 4) or above and be able to provide evidence of this qualification.

Candidates must also have the right to work in England, have eligible residency status and not be in any other government-funded learning.

In addition, to qualify for the Level 3 apprenticeship, applicants must not already hold a qualification in fundraising (or a closely related subject) at or above that level.

### 3. JOB DESCRIPTION

To support the generation of funds from charitable trusts, statutory bodies, corporates, other donors and fundraising events towards ESDAS' core costs, existing projects and future developments.

This is an apprenticeship post and 20% of working hours (ie. 7 hours out of the 35 hours a week) will be spent training towards a Level 3 Fundraising Apprenticeship qualification.

### 4. MAIN RESPONSIBILITIES

Responsibilities will include:

- Carry out research into charitable trusts, grant making bodies and corporates to identify appropriate existing and new funders to support ESDAS's finances
- Run online social media fundraising campaigns
- Maximise publicity on all fundraising activity on social media and in the local community
- Proactively approach past and potential donors to encourage repeat monthly donations
- Plan, support and deliver fundraising events and activities and encourage participation in events organised externally
- Research potential new fundraising events and potential sponsors for these events
- Develop the "Friends of ESDAS" scheme and expand network of supporters
- Provide effective customer care, both for participants and event partners at sponsored or challenge events (eg. marathons) by letter, email, phone and face to face including development of supporter packs
- Assist in organising donor meetings and events
- Deliver talks and presentations to local community groups and organisations and represent ESDAS at functions when required
- Undertake the administration surrounding all donations, including the acknowledgement and recording of all donations on Excel and sending of thank you letters
- Liaise with other staff in ESDAS to prepare information and write grant applications as coordinated by the Finance Manager
- Ensure donor reporting requirements are met by preparing written and financial reports as required
- Prepare regular reports on fundraising activity and events for the Management Team
- Liaise with the Finance Manager over successful grant applications to ensure payments are tracked appropriately

## 5. SKILLS

It is essential that the candidate holds a Level 2 Maths and English qualification (equivalent to a GCSE grade C or 4) or above.

It is desirable that the candidate has experience of working in a public facing role, communicating with a range of people. Experience of using Microsoft Office (particularly, emails, Excel and Word) and promotions on social media would also be helpful.

Personal qualities that are desirable include the ability to work in a team and also on own initiative, motivated to raise funds for ESDAS and a strong desire to work in the field of fundraising. In addition, it is essential that you have a high level of kindness, honest and integrity and an empathy for the ethos of the charity.

Because of the nature of this post, it is only open to female applicants and is exempt under Schedule 9 Part 1 of the Equality Act 2010 and is subject to Section 7(2) of the Sex Discrimination Act (Women Only).

## 6. APPLICATION PROCESS

To apply for this role, please submit a CV **and a covering letter** explaining why you feel you would be the right candidate for this role, by email to [support@esdas.org.uk](mailto:support@esdas.org.uk)

Please apply as soon as possible to be considered. The closing date for applications is the end of:

**Wednesday 2<sup>nd</sup> March 2022**

Initial interviews will be held by Zoom on 7<sup>th</sup> and 9<sup>th</sup> March 2022.