

Job Description

Job Title: Fundraising Apprentice
Reports to: Head of Philanthropy and Partnerships
Location: Hybrid, Central Office, London

Job Purpose

The primary purpose of the role is to support all aspects of Partnerships and Philanthropy Fundraising, learning and developing skills that will allow the postholder to have a career in this area.

Key Objectives

- To assist team members in Philanthropy and Partnerships Fundraising
- To lead on the delivery of specific projects as appropriate
- To gain skills and experience in fundraising

Specific Responsibilities

- Research new funding opportunities from Institutional and High Value Donors.
- Write compelling propositions and bids, in collaboration with others, which meet the criteria of funders.
- Carry out all day-to-day administrative tasks associated with the allocated portfolio of Trusts, Corporates, and Major Donors.
- Maintain up to date records on the CRM, detailing interactions with donors.
- In collaboration with relevant colleague(s), responsible for stewardship opportunities, including arranging and undertaking visits to project sites with donors and prospect donors as required.
- Collaborate with the wider Philanthropy team and others within to help identify new fundraising opportunities.
- Build and maintain knowledge and expertise on trends, developments and techniques in the UK fundraising marketplace in order to assess and develop new fundraising opportunities.
- Complete project work as directed by the Head of Philanthropy and Partnerships.

Planning and Finance

- Contribute to the development and implementation of the operational fundraising plan, in line with the overall Fundraising Strategy.

Data Management and Research

- Contribute to the development and management of the research and administration systems needed to support the Trust Corporate and Major Gift fundraising programmes.

- Ensure fundraising systems and processes to comply with Charity Law, the Data Protection Act and other legislative and organisational requirements.

General Responsibilities

- Assist and provide cover for colleagues as directed by your manager.
- Refrain from acting in a manner that in any way endangers yourself, fellow employees, or the public.
- Avoid any behaviour that discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
- Abide by all relevant Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Experience	N/A	
Skills, knowledge and attributes	<ul style="list-style-type: none"> • Strong written and Oral Communication skills • Numerate • Passionate about a career in fundraising • Experience of using standard IT equipment and knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, OneDrive). • Aptitude for learning, and curiosity • Genuine interest in people 	<ul style="list-style-type: none"> • GCSE Level or equivalent*
Other Factors	<ul style="list-style-type: none"> ▪ Empathy with the aims and strategy of Speech and Language UK and the cause of better communication for children, and the ability to communicate these to others 	

*Maths and English Functional Skills test will need to be passed as part of the apprenticeships if these GCSEs or equivalent are not held.