

## **Job Description**

**Post Title:** Graduate Trainee – Programme Department

**Post Grade:** TBC

**Location:** The HFH GB National Office in Banbury, Oxfordshire.

**Working Days:** Monday to Friday

**Duration:** 6 Months (minimum)

**Purpose:** The post holder will work within the Programme Team. The role encompasses supporting the Programme Team by expanding our capacity to secure funding from charitable trusts.

This work will require some decision making in deciding on an appeal that would be most appropriate for a donor, and the amount of funding we should be asking for, and making the vital connections to match the features of HFH's programme with the funding focus of potential donors.

The direct experience coupled with the training is designed to give the post holder an introduction into trust fundraising that can lead to permanent work in the sector.

**Responsible to:** Programme Officer

### **Duties:**

#### Research

- Research potential charitable funders.
- Use the Raisers Edge Database to manage research undertakings and track appeals
- Produce appeals supported by the Programme Manager
- Produce appeal reports
- Deal with follow-up queries from donors

#### Training

- Training will be provided in house on the Raisers Edge database (the industry standard database in the voluntary sector) and in the basics of trust fundraising. External training will be provided through the attendance of a training course in trust fundraising.

At the end of the traineeship the post holder will have been engaged in a complete fundraising cycle from scoping an appeal, researching potential donors, writing an appeal, making an appeal and recording results and lessons learned. This will provide the basis of a portfolio which can be used when seeking full time employment.

## Person Specification

This Trainee programme is designed to provide an introduction to fundraising to trust funding. As such it will suit someone who wishes to create a career in the charity sector and/or specifically in fundraising.

### Skills Required

- Confidence in using database software. (Training in Raisers Edge will be provided)
- Good analytical and research skills.
- Good cross-cultural communication skills
- Computer literacy skills, particularly in respect of databases, spreadsheets and Microsoft packages (Word and Excel).
- Desire to undertake internal and external training in trust fundraising
- Commitment to the vision, mission and values of HFH
- Team-working