

## Grant Fundraiser Traineeship

Job title: Fundraising Officer

Salary: £20,500 per annum

Contract length: Four months (with option to apply for a permanent role at the end)

Place of work: This role is mostly home-based; however, we do have quarterly team days, generally held around Greater Manchester, and you will occasionally be required to work from client sites (nationally, with a North West focus)

Working hours: Monday to Friday 9am to 5pm (while the traineeship must run according to these fixed hours, if trainees accept a permanent role with us afterwards, we are open to employees working their contracted hours flexibly, on request)

Hours: Full-time (37.5 hours per week)

### Job description

Chell Perkins' Fundraising Traineeship will transform you into a fundraiser, equipping you with the skills you need to be successful in the third sector, in a uniquely supportive environment. From day one, you will work alongside more experienced colleagues to deliver high-quality trust and foundation applications that meet the specific requirements of our varied partner charities.

This role will require you to track progress on projects and provide up-to-date accounts to our partner charities of all funds raised. You will need to comply at all times with regulations affecting fundraising, including (but not exclusively) guidelines from the Fundraising Regulator and Information Commissioner's Office.

Training Provided: You will complete two modules with My Fundraising College (MFC) and Chell Perkins' onboarding training; specifically:

- Grant Fundraising 101
- Fundraising Fundamentals.

## Duties and responsibilities

Your primary duty is to support our Fundraising Consultants to deliver client briefs. The varied nature of our work means that you will be working with a variety of partner charities simultaneously and may be required to undertake a diverse range of fundraising tasks. Common duties may include:

### Trust fundraising and other duties

- Working with partner charities to draft a case for support
- Conducting supplementary research in order to produce compelling proposals
- Researching potential funders
- Writing funding bids and proposals
- Following up with funders in person, via Zoom or on the phone to close grants
- Developing clear plans to grow charities' relationships with potential and existing funders
- Reporting back to partner charities
- Keeping abreast of current trends and legislation
- Other administrative tasks as required such as invoicing, sending out contracts, ordering supplies, updating client records on Chell Perkins' CRM, providing logistical or administrative support for events, etc.

## At the end of the programme

At the end of the four-month period the following things will take place:

1. **Feedback review:** Chell Perkins will provide tailored feedback for you on how to continue developing and suggestions for the next step in your fundraising career.
2. **Certificates:** You will receive a certificate with any CFRE education credits that you have earned.
3. **Job offers:** You will be offered the chance to apply for a permanent job.

## Person Specification

Following the recommendations of the Chartered Institute of Fundraising's (CioF) change collective and #nongraduatesmatter, we will no longer be screening candidates by educational background, but instead using the CioF competency framework.

Our recruitment process will assess candidates for the following competencies through their cover letter and interview, which will include a presentation:

Tier 1 CioF Competencies
1.1 Supports information gathering as part of the decision-making process.
1.2 Contributes information and ideas to operational plans.
1.3 Recognises the importance of their own role in the delivery of fundraising plans, strategy and guidelines.
2.1 Directly supports colleagues, volunteers and others and uses effective communication methods and techniques to build strong relationships. Regular sharing of ideas, information and data to support the development of effective and positive supporter relationships.
2.2 Supports and delivers activities that maintain supporter satisfaction and positive experiences.
3.1 Works effectively and with understanding of the organisation's stated culture, values and practices. Takes part in formal and informal exploration about the team and organisation culture, values and practices.
3.2 Works effectively individually and as a group/team member exploring options, making decisions and seeking support when appropriate. When making decisions individually and in groups/teams, identifies viable options and those most likely to achieve the teams/organisation's goals and objectives.
3.3 Can articulate own and team plans, understands and can explain the organisation's strategic priorities and where appropriate, charitable objectives. Can explain and demonstrate how own and team plans fit with strategic priorities and/or goals.
3.4 Engages with the day-to-day activities of one's own role and can explain the importance of one's own role and of being a role model. Can identify ways of developing one's own and team's role that is beneficial and can articulate the reasons for why the changes would be useful.

4.1 Recognises the need to gather information through research and understands the development of best practice based on evidence.

4.2 Recognises the need to analyse supporter and market data and other related research from multiple sources.

5.1 Recognises and identifies the fundamental motivations for supporters and others to be involved in giving. Works closely and effectively with others to meet supporters' needs.

7.1 Recognises the importance of measuring and monitoring the effectiveness of activities and plans. Understands the role of benchmarking and examining the impact of activities based on organisational policy and procedures.

7.2 Collects information that contributes to the review of activities and outcomes. Gathers data and other information that relates to the impact of activities including benchmarking and outcomes.

**Ethical:** You can explain what it means to be ethical in your role. You can also explain the organisation's expectations around ethical practice.

**Innovative:** You can give examples of innovative practice in fundraising and are able to explain why it is important to organisations. You can explain how you use new knowledge to create new ideas and discuss examples of your fundraising practice.

**Empathetic:** You can explain what is meant by empathy and you can explain how you would show empathy. You listen to others and understand that they may have a different view of a situation or a different set of values than your own.

**Resilient:** You can give examples of resilient behaviour and identify how you behave or could behave that would support you to be resilient. You can explain why resilience is important for you personally and for you as a fundraiser. You can explain why resilience is important to the organisation and to your team.

**Initiative:** You are able to explain what initiative is and how you could show your initiative in your workplace. You can give examples of using your initiative and support colleagues and others appropriately to use their initiative.

**Responsible:** You can explain why taking responsibility in the workplace is important. You can explain the relationship between responsibility, trust and accountability and explore how it is important to your role. You can identify areas where you take responsibility.

**Creative:** You understand the role creativity has in fundraising and in the workplace and you can explain how your role would benefit from creative practice. You can explain in some detail examples of creativity in fundraising.

**Courageous:** You can explain what is meant by being courageous in your role and you are able to explain why being courageous is important to the organisation and to fundraising. You recognise the positives in yourself and in your colleagues and give credit and praise to others in the workplace. You seek feedback on your practice, and you listen and engage openly.

**Influence:** You are able to explain why being able to influence people and situations is important in fundraising and for the organisation. You can identify where being effective in influencing would be important in your role and you are able to identify situations where you may be able to adopt different approaches beneficially. You seek to build trust with your colleagues and others in the workplace and can celebrate others' success.

## Also

### Evidence of...

A UK driver's licence	Desirable
Excellent interpersonal, negotiation and relationship-building skills	Essential
Ability to effectively plan and prioritise your own workload	Essential
Computer literate – a good understanding of Word, Excel (or equivalent)	Essential
An understanding of CRM systems (Salesforce, Hubspot, Raiser's Edge, etc.)	Desirable
An understanding of Google's G-Suite and project management software Monday.com	Desirable

### Knowledge of...

The charitable sector in relation to youth, disadvantage and social welfare	Desirable
The charitable sector in relation to modern Christian ministry and churches	Desirable

## How to apply

If you are a keen self-starter looking to start working in the charity sector, get in touch!  
Email a recent CV and a covering letter to [hello@chellperkins.com](mailto:hello@chellperkins.com). In your letter:

- Tell us why you want to become a fundraiser and why you believe you will be a good one
- Describe any relevant experience you will bring to the role (such as writing or debating skills)
- Explain why you think people give money to charity, and what role you think fundraisers play in motivating people to give
- Tell us why you want to work for Chell Perkins in particular.

If you have a question, get in touch with our Office Manager at [hello@chellperkins.com](mailto:hello@chellperkins.com).

We look forward to hearing from you!