

Anne Frank.

The Anne Frank Trust UK



**Fundraising
Assistant**

Education Delivery Specialist

Recruitment Pack- August 2026



Introduction from Director of Development

Thank you for your interest in the Fundraising Assistant role.

This is an exciting opportunity to join a growing and ambitious Development team at a pivotal moment in our fundraising journey. We have recently strengthened our team by creating specialist fundraising roles focused on Trusts & Foundations and Stewardship & Individual Giving. In doing so, we recognised the need for a dedicated support role that would help our fundraisers maximise their impact while creating a pathway for the next generation of fundraising professionals.

As our Fundraising Assistant, you will play a vital role in supporting fundraising activity across the organisation. You will gain first-hand experience of donor stewardship, trust fundraising, events and fundraising operations while working closely with experienced colleagues who are committed to helping you develop your skills and confidence.

We are looking for someone with enthusiasm, curiosity and a willingness to learn. Fundraising experience is less important than a strong work ethic, excellent organisational skills and a genuine belief in our mission. In return, we will provide structured support, mentoring and opportunities to take on increasing responsibility as you grow in the role.

If you are looking to start a career in fundraising and want to make a meaningful contribution to an organisation that empowers young people to identify and challenge all forms of prejudice, we would be delighted to hear from you.

Max Elgot, Director of Development
August 2026

Our Impact

Our 2024 - 2025 impact report, independently evaluated by the University of Kent, found that

As a result of our core schools programme:



of young people make progress in their pro-social attitudes



The greatest progress towards any specific group is to Jewish people



of non-Muslim young people become more positive towards Muslims

Knowledge and Skills



84.8%

of young people improve their critical thinking and the ability to recognise prejudice



82.8%

of young people felt confident to challenge prejudice

89.3%

of young people increase knowledge of what prejudice means



86%

of young people increase their understanding of the harm prejudice causes



Larger sample sizes mean that these are the Trust's most reliable findings to date.

Our vision – What we aim for
A world free from discrimination.

Our mission – What we do
Learning from Anne Frank and the Holocaust, we empower young people aged 9 to 15 to recognise and challenge all forms of prejudice.



Our values – How we work

· Equity

We are passionately committed to the diversity and common humanity of all people. We are determined to build a world of equity and social cohesion. This is the goal of our education programme, and a principle that drives everything we do as an organisation.

We are specifically committed to working to the International Holocaust Remembrance Alliance's definition of antisemitism.

· Learning

We see learning as a lifelong adventure, vital to the wellbeing of individuals and society, and to our effectiveness as a charity. We love to get feedback and evidence about our impact, and we always reflect and act on it.

· Positivity

We are proactive and creative in finding solutions to every challenge we face. We empower our beneficiaries, collaborate with like-minded partners, and engage constructively with those whose values differ from ours. We believe in the value of fun, and we always try to be kind.

· Integrity

Fair and transparent in all our dealings, we do as we say and say as we do. We avoid oversimplification, especially in our education programme, because we know that many situations require complexity and nuance.

· Environmental responsibility

We recognise climate change as a massive threat to our aspirations for young people and for society. We are aiming to become carbon neutral as an organisation.

The Anne Frank Trust UK is an education charity that educates young people aged 9 to 15-years to learn from Anne Frank and the Holocaust and empower them to challenge all forms of prejudice.

Founded in 1991 by friends of Anne's father Otto, we are the UK education partner of the Anne Frank House in Amsterdam.



Our starting point is always the life and work of Anne Frank, explored as a Jewish experience in the historical context of the Holocaust, and as insight and inspiration for understanding and challenging prejudice in all its forms today.

Our education programme has three strands:

- 1. Online learning**, including live events and downloadable resources, open to all schools
- 2. Schools Programme**, which has two elements: (a) workshops for whole class groups on such topics as antisemitism, gender inequality, homophobia, Islamophobia, online hatred and shared values; and (b) peer education, where we train young people to share their learning with others in their schools.
- 3. Ambassadors programme**, launched in 2022, targeted at young people with lived experience of prejudice or disadvantage, mentoring them in an ongoing anti-prejudice role as Anne Frank Ambassadors



Through an ongoing research partnership with the Social Psychology Department at the University of Kent, we have robust evidence of our impact – for example that 90.2% of our core programme participants become more positive in their attitudes to at least one other social group.

Our schools programme currently operates in Scotland and in six regions of England (Cumbria, London, the North-East, the North West, the West Midlands, and Yorkshire).



Job Description

JOB TITLE: Fundraising Assistant

SALARY: £28,860 (Includes London Weighting)

CONTRACT: Permanent

HOURS: Full time (37.5 hours per week)

Usually Mon-Fri 9am to 5.30pm.

4 days out of 5 (Monday to Thursday) in the office in London.

Occasional work required outside usual time for events with Time Off In Lieu provided.

Office Based – with a day to work from home and occasional UK-wide travel and overnight stays.

BENEFITS: The postholder will be entitled to the Trust's standard benefits, pro-rated where applicable, and subject to scheme rules and eligibility. These include: 28 days' annual leave plus statutory holidays in England and Wales and any additional discretionary closure days in December; contributory pension (10% total: 5% employee/ 5% employer) with option to increase to 17% (7% employee, 10% employer) post-probation; cycle to work scheme; Employee Assistance Programme

Tasks and Responsibilities

- Maintain and update the fundraising database, ensuring supporter records are accurate, complete and up to date.
- Process donations and prepare acknowledgement letters, emails and receipts in line with donor stewardship standards.
- Manage Gift Aid administration, including data checks, record maintenance and submission processes.
- Provide administrative support to Fundraising Officers, including diary management, meeting scheduling and preparation of briefing materials.
- Support the planning and delivery of fundraising events, donor visits and receptions.
- Coordinate donor and community representative visits to schools in collaboration with the Education Team.
- Assist with the preparation of fundraising reports, presentations and internal documentation.
- Support general department administration to ensure the smooth running of the fundraising function.
- Conduct basic prospect research to identify potential funding opportunities.
- Prepare supporting documents, budgets and attachments for grant applications.
- Maintain accurate records of application deadlines, reporting requirements, funding decisions and income forecasts.
- Assist with drafting sections of funding applications and reports.
- Support the management of smaller grant applications and reports, with the opportunity to lead applications of up to approximately £5,000 as experience develops.
- Monitor grant reporting deadlines and ensure officers are supported to meet all requirements.
- Prepare thank-you letters, impact updates and other donor communications.
- Support the administration and delivery of the organisation's Patrons Programme.
- Assist with donor stewardship activities and ensure timely follow-up actions are completed.
- Support the tracking and management of donor journeys in collaboration with the Communications team.
- Maintain accurate records of donor interactions and stewardship activity on the fundraising database.
- Help ensure donors receive a positive and consistent experience across all engagement touchpoints.

Person Specification

ESSENTIAL CRITERIA

- An interest in fundraising, philanthropy or the wider charity sector.
- Excellent organisational skills and strong attention to detail.
- Strong written and verbal communication skills.
- Good administrative skills and confidence working with databases, spreadsheets and digital systems.
- Ability to manage multiple priorities and deadlines effectively.
- A proactive, reliable and positive approach to work.
- Willingness to learn, accept feedback and develop professionally.
- Ability to work collaboratively as part of a team.

DESIRABLE CRITERIA

- An understanding of fundraising, donor stewardship or supporter engagement.
- Experience using a CRM, fundraising database or supporter management system.
- Experience supporting events or coordinating projects.

SKILLS AND ABILITIES

- Excellent organisational skills, to manage a varied workload.
- Excellent interpersonal skills with the ability to develop relationships with relevant stakeholders.
- Ability to use initiative, problem solve and be a team player.
- Strong literacy, numeracy and IT skills.
- Manual handling skills, e.g. for carrying and using pop-up banners.
- Excellent presentation skills.

VALUES AND PERSONAL QUALITIES

- Enthusiasm for Anne Frank, the Trust's work including our commitment to youth empowerment.
- A deeply held belief in equality and diversity with a willingness to learn.
- Willingness to travel regionally and across the UK and work evenings and weekends when required.

QUALIFICATIONS

- Educated to at least degree level or equivalent, ideally with a relevant professional qualification.

OTHER REQUIREMENTS

- Enhanced DBS check on appointment

EQUALITIES COMMITMENT

At the Anne Frank Trust UK we are strongly committed to equality of opportunity in recruitment and employment. We aim for a diverse workforce and inclusive work practices. As an anti-prejudice education charity, we positively value the insights of staff who have lived experience of prejudice or discrimination.

If you would need adjustments or specific support to carry out any of the tasks or responsibilities in the job description, or if you need specific help during the recruitment process – e.g. because of disability or a characteristic protected under the Equality Act 2010 – you are welcome to state this in your application. We will see this as a positive request and can then let you know how we will take it into account or what support we can offer.

HOW TO APPLY

The application process is a CV and supporting statement outlining why you want to work for the Anne Frank Trust UK (no more than 1,000 words). Please upload your CV and Cover Letter to the Charity Jobs Portal.

The closing date is **28th August 2026**. First stage interviews will take place in person in our London office on **Monday 14th** or **Wednesday 16th September** with a second stage in person interview to follow.

The Anne Frank Trust is committed to promoting equality and diversity. To help us meet our commitments under the Equality Act 2010 and better understand the diversity of our job applicants, we ask you to complete the form linked to below.

When you apply please state the following in your supporting statement:

- ♦ You are happy with the starting salary advertised
- ♦ You are happy to work 4 days out of 5 (Monday to Thursday) in the office in London.
- ♦ You are happy with occasional regional, local and UK travel and overnight stays
- ♦ Your notice period or availability to start
- ♦ Your right to work in the UK status
- ♦ Your availability to interview based on the dates above

We look forward to receiving your application!

The objects of the Anne Frank Trust UK, as registered with the Charity Commission and the Scottish Charity Regulator, are “to advance public education in the United Kingdom and elsewhere in the principles of religious and racial tolerance and of democracy as illustrated by the life and diary of Anne Frank; and the promotion of equality and diversity for the public benefit by carrying out activities to foster understanding between people from diverse backgrounds with reference to the life and diary of Anne Frank”.