



Paid Fundraising & Development Internship Recruitment Pack

Closing date for applications 19 August 2017

Contents

- 1. Cambridge House Paid Internship Programme 2017-2018**
- 2. Welcome Letter from the Chief Executive**
- 3. Job Description**
- 4. Person Specification**
- 5. How to Apply**

Welcome from Karin Woodley, Chief Executive

I am delighted that you are considering joining the team at Cambridge House. Herewith some information about our organisation that I hope you will find useful.

Our vision

We pursue a vision of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives.

Our history

As one of the UK's pioneering university settlements, Cambridge House was founded to promote social justice in South London's 19th century 'slum' neighbourhoods. In 1889 we began working at a 'grass roots' level to empower local people to tackle the social problems created by urbanisation and industrialisation.

The ideological principles driving the work of the settlement movement contributed to the 1906 Liberal welfare reforms and the creation of the 20th century's welfare state.

Today the welfare state is retracting and the financial restrictions arising from welfare reforms are disproportionately affecting the communities in which Cambridge House works. These neighbourhoods include a high proportion of wards which are in the most deprived 5 to 20 per cent nationally.

The 21st century context for our work

As austerity measures and far-reaching welfare reforms come into full effect we are driven to address their combined effects on existing levels of poverty and the equity and cohesion of society as a whole.

Against the backdrop of diminishing levels of social security, we are seeing poverty in our communities increase most drastically as a result of complex, cumulative and varied combinations of need. This context requires us to invest in:

- i) Our communities by providing targeted support and advice to those most adversely affected - individuals and families facing a build-up of problems across several aspects of their lives.
- ii) Systems changing activities that increase society's capacity to tackle poverty and social injustice.

Our activities

1. Frontline services

Objective: To support people to stabilise their lives and progress

Specialist, personalised and integrated services to help people in crisis and support them to build the resilience they need to both make recurrence of crisis less likely, and improve the quality of their lives.

Social Justice Services

- i) **Law Centre**
Free, independent and expert legal services in housing, employment and benefit law.

ii) **Independent Advocacy**

Care Act, Mental Health (IMHA) and Mental Capacity (IMCA) advocacy for adults and children.

iii) **Safer Renting**

Specialist advice, support and advocacy for vulnerable tenants of criminal landlords.

Education and Inclusion Services

i) **Playdagogy**

Sports for social justice projects for children, young people and their sports trainers and educators.

ii) **Youth Empowerment**

Medium to long-term, intensive and wrap-around schemes for excluded 16 to 25 year olds.

iii) **Disabled Peoples' Empowerment**

Arts, sports, life skills and wellbeing clubs for disabled children and adults.

2. A people's social action centre

Objective: To support active citizenship

Managing our building as a community anchor so that it is a focal point for local communities and civic activity, a home for voluntary and community organisations, and a space where local people and statutory agencies can come together to promote and bring about positive social change.

3. Research and knowledge exchange projects

Objective: To support the development of social policy and practice

Activities to generate and collate evidence of what delivery strategies are most effective at tackling poverty and social exclusion at a local level and establish opportunities for evidence sharing and knowledge exchange.

This is an exciting opportunity for someone who is a creative thinker, focused on delivering social impact and committed to our vision.

As an organisation we are particularly keen to ensure that our staff reflect the diverse nature of the community in which we work. We value diversity and warmly welcome applications from disabled people, the LGBTQ communities and people from ethnic minority backgrounds.

Working at Cambridge House is immensely rewarding. If you would like to be part of this very special organisation and consider you can contribute to its future, we would welcome your application. You can find out more about our work, including our corporate strategy and most recent audited accounts on our website www.ch1889.org.

I do hope that you choose to apply for the role.

Job Description

Job Title:	Fundraising and Development Intern
Contract:	12 months Paid Internship
Reports to:	Chief Executive
Salary:	London Living Wage: £9.75ph/ £17,745 per annum pro rata
Working hours:	35 hours per week, during core office hours 9am-5pm, with occasional need for evening and weekend working
Location:	London, SE5
Holiday:	13 days during the 6 month contract period, including bank holidays
Special Conditions:	In accordance with our Safeguarding Policy, all Interns are subject to a satisfactory DBS (formerly CRB) check.

Job Purpose

To administer and contribute to the development of the organisation's external communications activities, including social media and web content and assist the Senior Management and Development Team to generate funding from trusts and foundations, business sponsorship and individuals.

1. Key Duties

- Conducting research on potential donors and strategic partners.
- Assisting in preparing funding and sponsorship proposals and reports.
- Assisting in managing relationships and communications with individual and corporate donors, sponsors, and trusts and foundations.
- Maintaining and updating fundraising databases.
- Carrying out administrative tasks including writing thank you letters, maintaining and updating reporting schedules, and making up fundraising and sponsorship packs.
- Write, edit and proofread engaging content in a variety of media, including digital
- Maintaining relationships with supporters and participants in challenge events in aid of Cambridge House
- Ensuring Cambridge House's digital fundraising communications are up to date, relevant and engaging
- Supporting the daily management of Cambridge House's website and social networking, including updating project and news stories and building relationships with our followers.
- Assisting with general Public Relations (PR) for the charity

2. Other Duties

- To attend staff meetings and training where necessary.
- In discharging the duties of the post to have due regard to the provisions of Health and Safety at work legislation, customer care and other Cambridge House policies.
- To promote the Cambridge House's Equal Opportunities policies compatible with the duties of the post.
- To carry out any other duties commensurate with the post of Development Intern

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification	Essential	Desirable
Qualifications and training	<ol style="list-style-type: none"> Undergraduate degree at 2.1 or above 	<ol style="list-style-type: none"> Masters degree or PhD in a relevant discipline
Knowledge and experience	<ol style="list-style-type: none"> Excellent working knowledge and comprehension of written English, including grammar Demonstrative proficiency in use of Microsoft Office including PowerPoint (intermediate), Excel (advanced) and Word (advanced) Demonstrative proficiency in use of Adobe Creative Cloud software, including Photoshop (Intermediate) and InDesign (Intermediate) Research experience Digital communications experience Experience of successfully completing tasks in a fast-paced environment and to deadlines Experience of working pro-actively and with minimal instruction. Experience of professional fundraising 	<ol style="list-style-type: none"> Working in a charity/not for profit organisation Charitable fundraising e.g. Trusts and Foundations, Corporate, Individual Donor Copywriting and editing Website and online strategy development Content management systems Publishing to digital platforms Working in a small team Marketing and communications
Skills, abilities and competencies	<ol style="list-style-type: none"> Excellent writing, proof reading and editing skills in English Ability to apply intellectual rigor and understanding, analyse, interpret, explain and summarise complex data and issues in a logical manner Excellent numerical ability Ability to react appropriately to short and long-term issues and to be decisive. Ability to prioritise conflicting tasks and manage a challenging workload. Confident and adept communicator with strong interpersonal and presentation skills Ability to work flexible hours, including evenings and weekends 	<ol style="list-style-type: none"> Minute taking Financial management skills
Personal Attributes	<ol style="list-style-type: none"> Honesty, reliability and excellent time-keeping Loyalty and a commitment to Cambridge House's work Positive, enthusiastic and friendly attitude Problem solving and 'can-do' approach Listening skills Flexible, motivated and adaptable to change Discretion Customer-focused Team-player 	

How to Apply

Please include the following in your application:

1. A supporting statement of no more than two sides of A4 that:
 - i) Describes the reasons why the opportunity interests you.
 - ii) Explains how you believe you meet the requirements of the person specification.
2. A comprehensive CV.
3. The names, positions, organisations and contact details of two referees:
 - i) References will only be taken once your express permission has been granted.
4. A completed Equal Opportunities Monitoring Form (attached)
 - i) The information provided will be treated as confidential, and used for statistical purposes only.
 - ii) The form will not be treated as part of your application.
5. We request that you inform us if you will require any special provision as a result of a disability should you be called for interview.
6. Email, mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the indicative interview timetable.

Recruitment Timetable	
Closing Date for applications	19 August 2017
Interviews	Thursday 31 August 2017
The interview date may be subject to change and candidates will be advised in advance should this happen	

Please email completed applications on or before 19 August 2017 to:

Simonette Davies: sdavies@ch1889.org

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.