

Job Description



Post:	Fundraising Intern for Osmani Trust
Hours :	20 hours a week
Salary:	£0
Responsible To:	Fundraising Manager
Responsible For:	N/A
Job Purpose:	To support the overall fundraising work of the organisation, including sharing ideas, undertaking research, developing funding proposals, and communicating with potential funders and partners

Main duties and responsibilities

1. To work with the Fundraising Manager in developing and implementing the fundraising plan
2. To prepare funding applications and ensure they are submitted within given deadlines
3. To support in the organising of fundraising events and activities
4. To work with Projects to establish funding needs and develop funding proposals
5. To correspond and communicate with current donors and potential donors
6. To actively participate in workshops and brainstorming sessions
7. To maintain up to date records of all fundraising work and provide regular reports to the Fundraising Manager
8. To evaluate and review work/activities using agreed criteria and templates
9. To ensure full participation in one-to-one and supervision meetings, and any other meetings that may be deemed necessary as required by the post
10. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post
11. To carry out any other work allocated/designated by the Finance & Sustainability Manager within given deadlines.

Person Specification

Job Title: Fundraising Intern

Grade: N/A

Knowldege/Skills/Abilities	How assessed	Essential/ Desirable
1. Educated to A' Level or higher	Application form and interview	E
2. Excellent communication skills in particular the ability to write clearly and effectively	Application form and interview	E
3. Experience of working or volunteering within the voluntary sector	Application form and interview	D
4. Experience of undertaking research	Application form and interview	D
5. An understanding of different types of fundraising methods	Application form and interview	D
6. Ability to organise events and fundraising activities	Application form and interview	D
7. Good numerical skills and the ability to develop and analyse budgets	Application form and interview	D
8. Good grasp of Microsoft Excel and Word	Application form and interview	E
11. Ability to work both within a team and individual capacity	Application form and interview	E
12. Ability to be flexible to the needs of the team and the organisation	Application form and interview	E