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| **Job Description** | |
| Job Title: | Fundraising Apprentice Level 3 Advance – 24 months (Temporary) |
| Section: | Fundraising |
| Reports to: | Fundraising Manager |
| Accountable to: | Head of Fundraising and Communications |
| Hours | 35 hours per week |
| Location | O’Hanlon House |
| Salary | In line with the Government Guidelines for Apprenticeships.  (Please see <https://www.gov.uk/national-minimum-wage-rates> for apprenticeship rates as these change according to age and second year.) |

It is an exciting time to join Homeless Oxfordshire. We are seeking to hire an enthusiastic Fundraising Apprentice to assist our fundraising team. To ensure success as a Fundraising Apprentice, you will develop an in-depth knowledge of all aspects of Fundraising, excellent interpersonal skills, and be able to work to deadlines. This is an amazing opportunity for someone to really gain skills and experience in the field. They will attend specific fundraising training modules from professionals in the non profit sector.

**Main Purpose of role**

**Key Responsibilities and Main Activities**:

* Working in the Fundraising Department supporting the team with the administration tasks ensuring the overall effectiveness of fundraising
* Keeping the database (Raisers Edge NXT) up to date
* Banking and Thanking
* Playing a part in the supporter journey for our donors by providing effective stewardship in line with established processes
* Opportunities to attend events and challenges to support on the day with things like cheer points, selling raffle tickets, general on the day events support
* Inputting into fundraising meetings to help develop the impact of fundraising across the organisations.
* Representing Homeless Oxfordshire at events and talks.

**About you**

* Be friendly, encouraging and approachable, with good customer service skills
* Show strong organisational skills and attention to detail
* Be an effective trouble-shooter
* Excellent verbal and written communication skills
* Creative and innovative thinker and planner
* Reliable and willing learner
* Acts on initiative
* Sense of ownership and pride in your performance and its impact on a company’s success
* Good time-management skills

**Essential qualifications:**

* You will need to have GCSE Maths and English Level 2 (GCSE grade C or 4)

If you are enthusiastic about the contribution you could make to helping people who find themselves homeless and would like to join our team as a Fundraising Apprentice, then please contact us today and don't miss out as we'd love to hear from you!

# Health & Safety

Under the Health & Safety at Work Act you have to ensure the Health & Safety of yourself and others who may be affected by what you do or fail to do. This includes colleagues, clients, public and contractors. The Act applies to all work activities and premises and everyone at work has responsibilities under it. You must co-operate with any work place Risk Assessments and draw any perceived problems to the attention of your line manager.

In addition to the general obligations of all employees under the Health & Safety at Work Act, you have a duty to undertake periodical review and Risk Assessments of your operational areas as it affects staff, clients, public and contractors.

The Risk Assessment includes all aspects of your responsibilities as covered by legislation. These Risk Assessments will be recorded and identified problems dealt within appropriate time scales. Records to be maintained of all work undertaken which is a requirement of Health & Safety Law.

**Equality & Diversity**

The organisation is committed to achieving equality of opportunity for all employees and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the organisation.

**Health & Safety**

The organisation recognises its duties under the Health and Safety at Work Act (1974) to ensure, as far as it is reasonably practical, the Health, Safety and Welfare at Work of all its employees and, in addition, the business of the organisation shall be conducted so as to ensure that all individuals having access to organisational premises and facilities are not exposed to risk to their health and safety. All employees under contract will be expected to comply with all appropriate Health and Safety policies and ensure all statutory and mandatory training is up to date.

**Risk Management**

All employees will always follow risk management policies and procedures. All employees are personally responsible for risk management issues in respect of yourself and colleagues. If you identify a potential hazard you should report it to H & S at once using the organisational incident reporting process. If in doubt you should speak to your manager for guidance.

All employees have a responsibility to report accidents or incidents promptly and when requested, to co-operate with any investigation undertaken. All employees must use the safety equipment provided and report any defects to their manager. You must attend risk management training as directed by your manager.

If you are a manager or have line management responsibilities for employees, a department or area of work, you are responsible for the risk management issues in that area. In conjunction with risk management you will ensure that there is an annual risk management audit in your area, risks are identified on the local risk register and that where necessary, an action plan eradicating risks is drawn up and implemented.

**Policies and Procedures**

Employees are expected to follow organisational policies, procedures, and guidance as well as professional standards and guidelines. Copies of policies can be accessed via the BreatheHR system and Share Point. The organisation operates a policy which promotes a smoke free environment.

**Appraisal and Personal Development**

The organisation is committed to lifelong learning for all employees and has put in place an appraisal and development infrastructure.

All employees have a responsibility to participate in an annual appraisal with their line manager and to identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning development needs to meet the agreed performance standards.

**Information Governance**

It is a contractual requirement for the post holder to ensure that as a minimum they acquire the necessary skills to implement good practice in all matters relating to information governance and in particular data which can be attributed to an individual. The job holder must adhere to information governance policies and procedures including the Data Protection Act (2018).

Managers have a responsibility to ensure that their employees are equipped with the necessary tools to use in the implementation of information governance.

**Equal Opportunities**

The organisation is committed to respect for others, equality of opportunity and diversity in the workplace. All managers and employees must know what is expected of them and are responsible for ensuring that this is delivered in practice in their day to day working lives. The organisation will not tolerate any forms of bullying or harassment in the workplace.

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| **Signed:** |  | **Line Manager Name:** |  | **Date:** | Click or tap to enter a date. |
| **Signed:** |  | **Employee Name:** |  | **Date:** | Click or tap to enter a date. |