

FUNDRAISING AND DEVELOPMENT OFFICE

Business Administration Apprentice (Full-time)

Reference 17-2020

Responsible to: Head of Fundraising and Development Office

Apprentice Salary - £16,926 per annum (£9.30 per hour)

35 hours per week

Who We Are

The Institute of Development Studies (IDS) delivers world-class research, learning and teaching that transforms the knowledge, action and leadership needed for more equitable and sustainable development globally.

Our Vision

We want a more equitable and sustainable world, where people everywhere can live their lives free from poverty and injustice.

What We Do

Through equitable and sustainable partnerships, we work with governments, philanthropic foundations, non-governmental organisations, academics and civil society to transform approaches to progressive social, political and economic change in ways that ultimately make a difference to people's lives.

We have helped foster innovative new partnerships that have generated millions of dollars in additional tax revenues in Africa that can be reinvested in countries' national development. We have worked to provide solutions to environmental problems that build on local people's knowledge and practices. We have highlighted the role of local communities in bringing an end to deadly epidemics like the Ebola virus. We have nurtured hundreds of exceptional development leaders and champions including political leaders, country Ambassadors and government officials, civil society leaders and entrepreneurs.

Our reputation for research and international outlook is second to none and reflected in our performance in the latest QS World University Rankings where we are ranked first in the world for development studies, together with the University of Sussex. We are also ranked as the number one international development think-tank by the 2019 Global Go To Think Tank Index Report.

For more information go to: www.ids.ac.uk



Fundraising and Development Office (FDO)

IDS' 2020-2025 strategy sets out how we will build on our current strengths and approaches to address a refreshed set of critical *impact areas*, pursue a set of *strategic priorities* to enhance the internationalization of our work, and commit to new actions to *align our everyday operations* more strongly with our vision and values.

The FDO leads a number of critical functions for the Institute, including:

1. Building donor relationships
2. Fundraising and horizon scanning
3. Attracting high net worth private philanthropy and foundations
4. Supporting large and cross-cutting bids and proactive thinking
5. Building systems
6. Managing frameworks and consultancies
7. Facilitating partnerships management
8. Engaging alumni

Apprenticeships

Apprenticeships have long been an established way to enable people to learn specialised skills in several known trades within the UK. The structure of the Apprenticeship is designed to combine practical and theoretical skills, to help the apprentice reach a high level of competency and performance.

An apprentice will earn an apprentice rate whilst working alongside experienced staff to gain job-specific skills. In addition, they receive training to work towards a nationally recognised qualification. Most of the training is work based and involves working with a mentor to learn job specific skills at IDS. Additional skills and knowledge will be provided through regular meetings at IDS with an apprenticeship mentor/assessor.

Apprenticeship Training Provider

IDS have selected Greater Brighton Metropolitan College (GBMET) to provide the training and support to both the apprentice and the Institute. GBMET has been chosen as they are a local educational establishment that also offer a good potential connection to a wide source of applicant – and as a not for profit organisation offers values in common with IDS.

The position

The Fundraising and Development Office (FDO) is seeking to appoint an Apprentice Administrator to work in its team at IDS. This is a trainee apprenticeship position for which full on the job training will be provided from within the FDO Team as well as ongoing learning support via an Apprenticeship Training Provider. The post holder will work towards attaining Level 3 diploma in Business Administration (the equivalent to two A-Level passes). It is anticipated that this will be completed within the 18-month period of the contract.

A Learning Mentor will work closely the Apprentice providing learning support and assessment for the attainment of the modules in Business and Administration. It is anticipated that the mentor and the Apprentice will meet every 4 weeks at IDS, or more frequently if required.

With the support and training provided the FDO Apprentice Administrator will provide administrative support to the FDO Team and will assist the team in providing an FDO service to IDS employees.

The Apprentice will be working towards carrying out the following duties as part of their role:

1. **Administrative duties relating to events (for example Alumni, Partnership, Fundraising, or Stewardship) including:**
 - Assisting with venue bookings, catering, invitations, and promotion

- 2. Data entry including:**
 - Data about new students, communications consent changes, donor information, volunteer information, partnerships, fundraising proposals and bids
- 3. Administrative duties relating to arranging meetings including:**
 - Room bookings, catering, scheduling, taking notes
- 4. Handling FDO enquiries. This would include duties such as:**
 - Handling enquiries from alumni, partners, and employees, providing good customer service and referring to FDO team members where appropriate
- 5. Database administration. This would include such duties as:**
 - Assisting with the regular management of alumni and fundraising data in the ToucanTech database
 - Assisting with the regular management of partnerships and fundraising proposal data in the Microsoft Dynamics CRM
- 6. Administrative duties relating to Communications. This would include such duties as:**
 - Writing social media messages of promotion using pro-forma
- 7. Other administrative duties may include**
 - Updating the intranet with FDO updates
 - Assisting the grants office with fundraising proposal and bid document organisation
 - Any other duties considered reasonable for the role

Person Specification Matrix

REQUIREMENT	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Maths and English GCSE Grade C or above 		<ul style="list-style-type: none"> Application
Knowledge	<ul style="list-style-type: none"> Some knowledge of Microsoft programmes (word, outlook and excel) 		<ul style="list-style-type: none"> Application Interview Exercise
Skills	<ul style="list-style-type: none"> Good written and verbal communication skills Basic computer literacy Ability to prioritise own workload to meet deadlines Interest in the uses of databases and management information 	<ul style="list-style-type: none"> Interest in social media for organisational promotion 	<ul style="list-style-type: none"> Application Interview Exercise
Experience		<ul style="list-style-type: none"> Experience of data entry and maintaining computer held database records Working as part of a team 	<ul style="list-style-type: none"> Application Interview
Attributes	<ul style="list-style-type: none"> Excellent interpersonal skills with an ability to form strong working relationships with colleagues and external partners Willingness to develop cultural sensitivity and ability to communicate with individuals a diverse community Positive 'can-do' attitude Willingness to gain NVQ qualification Is a quick learner 	<ul style="list-style-type: none"> an interest in fundraising 	<ul style="list-style-type: none"> Application Interview Exercise