

Fundraising & Communications Internship

Recruitment Pack



12-year-old wheelchair user Shamilla, smiling alongside her teacher Hajarah at a CBM-supported inclusive school in Uganda. ©CBM

CBM UK

www.cbmun.org.uk

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

Who we are

CBM works in the world's poorest places to prevent blindness, improve health and transform the lives of people with disabilities.

For more than 110 years, since our founder Ernst Christoffel started working with children with disabilities in Turkey and Iran, we've been reaching out to those whom others leave behind.

Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our Vision & Values

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

We challenge injustice

We strive to build a just and equitable world in which all people are included, loved, valued and respected. We serve those in greatest need, regardless of race, gender, age or religious belief.

We make every action count

We focus our efforts on bringing about tangible change in the lives of those whom others leave behind.

We embrace partnership

We can achieve more when we work with others. We value everyone's unique contribution.

We live with integrity

We live responsibly and with honesty.

About the role

Place of work:	Munro House, Mercers Row, Cambridge, CB5 8HY (with up to 50% working from home optional).
Starting salary:	£17,374.50
Contract type:	Flexible working (22.5-37.5 hours per week - to be agreed)
Reports to:	Marketing Manager

Purpose

This internship is a tremendous opportunity for someone with excellent written communication skills and a passion for social justice to develop their understanding of charity fundraising and communications. The intern will play a key part in developing and delivering fundraising growth to ensure people with or at risk of disabilities can achieve their full potential.

Responsibilities and areas of work

This role is ideal for someone wishing to learn, develop their skills and take on immediate responsibility, work closely with a diverse, multi-talented team of fundraising and communications staff, and play an important part in supporting our mission. For the next 12 months, the role will particularly support key projects including strategy implementation and helping the Fundraising & Communications Department deliver integrated fundraising campaigns. Specific tasks will be agreed once the successful candidate is appointed.

1. **Communications.** Working with the Communications team, developing content for the website. Throughout the internship, also having the opportunity to support other areas of work including strengthening CBM UK's presence on social media; developing relationships with high-profile supporters; and generating media coverage through writing & preparing press releases
2. **Fundraising and marketing.** Helping arrange and attend donor events and focus groups as well as support major relationships fundraising. Conducting desk research and analysis, and additionally helping with data management to support fundraising activity. There will also be other opportunities to support our significant direct marketing programme.
3. **Other duties.** Other activities that may be reasonably requested include, but are not limited to, data inputting, answering phones and general administration to support the work of the organisation.

This position will allow the successful candidate to:

1. Gain a deeper understanding and practical experience of working in the charity sector, and more specifically about CBM UK's work and international development.
2. Grow skills across many areas of charity work, including fundraising, communications, supporter care and international development.
3. Help develop relationships with a network of talented and qualified professionals.
4. Develop and improve writing skills for a variety of audiences and purposes

Person specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

Education/Qualifications/Experience

- GCSE or equivalent qualifications in written English and Mathematics.
- Educated to A level standard or equivalent
- Educated to degree level, or equivalent*

Skills/Competencies/Personal Qualities

- Excellent written and verbal communication skills, with experience in writing for different audiences, including online.
- Dedicated, willing to learn and committed to high professional standards
- Strong organisational skills. Effective time-management with the ability to prioritise multiple tasks to ensure deadlines are met.
- Ability to work independently and proactively
- Robust, 'can-do' attitude that thrives on challenges.
- A willingness and readiness to support colleagues
- Adept in use of MS Office, incl. good working knowledge of Word and Excel, good level of IT literacy and quick to learn to use new software or tools.
- Commitment and passion for CBM UK's mission.
- Sympathy with CBM's values and comfortable working in a Christian environment.

Employee Benefits

- Wonderful modern offices, which are fully accessible
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays
- Option to buy extra annual leave
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most role
- We offer a generous pension plan with employer contribution of up to 7%
- Group Life Assurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app)
- Flexible working conditions
- Free annual eye tests
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service
- A Wellbeing Working Group in place to actively support mental health and wellbeing in the office.
- Bike to work scheme.

Useful Information

CBMUK is currently located in Cambridge, and this will be your location and contract base. Due to current restrictions on office capacity the majority of our staff are working from home. All aspects of this including how we are supporting homeworking and the office transition will be discussed at the interview stage with you.

Shortlisting and Interviews

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity and Safeguarding

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBMUK is an equal opportunities, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality. Should you have a disability and require any additional support, please contact us at recruitment@cbmuk.org.uk,

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Employment Checks

We are unable to provide sponsorship for this post. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

Therefore, all offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

How to apply

More information about CBM can be found by visiting our website: www.cbmuk.org.uk

Closing date is open and dependant on the right applicant. We encourage those who may be interested in the position to initially contact us for an informal chat, as we'd love to tell you more about this exciting role, to answer any questions and to find out a little more about you. Please email recruitment@cbmuk.org.uk or call us on 01223 484700.

Application forms can also be downloaded from: www.cbmuk.org.uk/who-we-are/work-for-us/ Please email your completed form and CV to recruitment@cbmuk.org.uk

We look forward to receiving your application