

Trusts & Foundations Intern



International Children's Trust

Registered Charity: 254781

www.internationalchildren.org

Location: ICT Office, South Wing, Broadway Court, Peterborough, PE1 1RP
Duration: 3-6 months
Working Hours: 2-3 days per week (9am – 5pm)
Start Date: Negotiable
Application Deadline: The position will continue to be advertised until filled

For nearly 50 years, the International Children's Trust has supported the education, protection and welfare of very vulnerable children helping them to move beyond the physical and psychological impact of poverty and build a better life. We believe that every child can be an inspiration to all of us, if they are given the right opportunities.

As a small charity based in Peterborough, we work in 9 countries throughout Africa, Asia, and Latin America. We partner with local grassroots organisations who understand the needs to children within their communities.

We are currently looking to recruit a Trusts & Foundations Intern who will be dealing directly with the grant fundraising activities that supports the work of the International Children's Trust. The successful candidate will work under the guidance of the Executive Director and Senior Programmes Manager to identify, research and apply to small-medium sized grant-making bodies.

This position will be perfect for an enthusiastic, young graduate looking to gain real experience in grant fundraising in the charitable sector. As an integral part of the team, it will provide an invaluable insight into the operations of an international development organisation and the challenges in funding faced by the sector.

Responsibilities include (but are not limited to):

- Identifying and researching small-medium sized trusts and foundations appropriate for project work.
- Developing and sending strong letters of interest and/or applications to trusts and foundations
- Maintaining a database of all trust and foundation prospects and results
- Contributing to the wider work of the International Children's Trust, through the sharing ideas and supporting colleagues
- Supporting fundraising activities for unrestricted funds (e.g. assisting in the coordination of events).

Skills and Experience:

- Relevant degree-level education or comparable work experience.
- A genuine interest in international development and children's rights.
- Ability to undertake effective research of trusts/donors/foundations and maintain accurate records.
- Excellent written and verbal communication in English.
- A strong knowledge of Microsoft applications, including Word and Excel.
- An outgoing personality able to develop a strong and professional rapport with colleagues and potential donors.
- Ability to multi-task and problem solve.
- Hard-working, dedicated and able to meet key deadlines.
- Possess the ability to work under minimal supervision.
- Should have an excellent eye for detail.

Remuneration:

This is an unpaid, voluntary position and requires a person who can still commit to the minimum length of contract. This is a unique opportunity to work with a small international NGO in a friendly and flexible working environment where you have the ability to gain valuable hands-on and practical experience.

To Apply:

Please forward a CV and cover letter to David Christie by email (director@internationalchildren.org) with the position title in the subject line. References will be required. Please note that only those applicants who are selected for an interview will be contacted and that only applications from those who are eligible to work in the UK will be considered. International candidates will only be considered if they hold a current work permit for the UK at the time of application. The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check.