

JOB DESCRIPTION

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| Job Title: | Programme Funding Intern |
| Responsible to: | Director of Programme Funding |
| Duration: | 6 month fixed term contract (possibility of extension) |
| Grade salary range: | £13,104 per annum pro rata |
| Location: | Raleigh Head Office, Westminster, London |

Introduction to Raleigh International

Today more people than ever before are working together to create sustainable change around the world. Despite this, there is much more work to be done.

Raleigh International connects communities wanting to improve their lives and their environment with passionate people from around the world who want to take positive action.

We believe that when local communities and young people work side by side to create positive change, it empowers them. And it's the energy and motivation of empowered people that creates lasting change

Raleigh International is a sustainable development charity. We focus on working for and with youth to inspire and make positive change in three areas: providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods.

Our way of working to achieve impact in all of these areas is by engaging young volunteers from around the world through our current main delivery programmes: Raleigh Expedition and International Citizen Service (ICS), a UK government-funded development programme that brings together young people from all backgrounds to fight poverty around the world.

We operate in partnership with communities, non-governmental organisations (NGOs) and governments in Malaysian Borneo, Costa Rica, Nicaragua, Nepal and Tanzania. Since our foundation as a charity in 1984, Raleigh volunteers have become a global community of more than 40,000 people committed to building a sustainable future.

The Raleigh Brand

Our Vision – the world we want to see

A global community working to build a sustainable future.

Our Mission – why we exist

To create lasting change through youth

Our Values – how do we behave?

Our values are at the heart of our work. They guide how we do what we do. They are shared by our staff, supporters, volunteers, project partners and the communities with whom we work.

➤ **Find the courage**

We find the courage to step out of our comfort zone and create change.

➤ **Never give up**

We have the grit, determination and resilience to get the job done.

➤ **Open to discovery**

We are open-minded to trying new things and learn from one another.

➤ **Act with Integrity**

We act with honesty and respect, and we take responsibility for doing what we say.

➤ **Create Impact together**

We seek to maximise long-lasting impact in everything we do.

Overall Purpose of the Role

The role will provide comprehensive, high quality support to the Director of Programme Funding, Fundraising and Programmes Teams with a variety of fundraising and programme research, administration and support tasks.

In return for a defined and bespoke personal development plan, the post-holder will support Raleigh International's progression with developing opportunities, relationships and bids with institutional and foundation funders such as DFID, Comic Relief, Big Lottery and other actors capable of providing substantial grants. This will include a strong emphasis on researching prospective funders and opportunities.

The post-holder will play an active role in supporting bids when appropriate, working closely with the Programme Development Manager, and will also provide support across other fundraising areas including alumni, corporates and trusts.

This internship is a fantastic development opportunity for someone looking to build a career in programme funding, fundraising, and / or alumni engagement. It also offers a valuable chance to gain experience in the sustainable development sector.

Principal Accountabilities and Responsibilities

The internship will be focussed on:

- Researching programme funding opportunities, with a particular focus on institutions as well as foundations with grant sizes and focus areas of strategic importance to Raleigh.
- Developing funding information docket for Raleigh International priority countries, with key donor portfolios and engagement opportunities for country office staff. The intern will be encouraged to suggest ways on how to present the research and include other data if relevant.
- Undertaking other tasks as required by the Director of Programme Funding and the Programme Development Manager to support programme funding bids.

Person Specification (Skills and Experience)

Essential

- Excellent research skills
- Ability to analyse data and produce written reports

- Computer literate in the use of MS Word, MS Excel and PowerPoint
- Enthusiastic, positive and flexible attitude
- Excellent attention to detail
- Able to prioritise workload to meet deadlines
- Able to work on your own initiative or as part of a team
- A keen interest in fundraising and international development
- Understanding of and commitment to Raleigh International's values and work

Desirable

- Experience of an international development organisation in fundraising and / or programmes.
- Understanding of and/or appreciation for sustainable development

Other Information

Holiday entitlement

The holiday entitlement is 25 working days per year, plus 8 public holidays.

Office hours

Normal office hours are Monday to Friday, 9.00 am - 5.00 pm though staff can vary their start and finish times between 8.00 am – 4.00 pm and 10.00 am – 6.00 pm.

Occasional weekend, early morning or evening working may be required when attending Raleigh alumni and/or fundraising events, for which Time Off In Lieu will normally be given.

Employment Eligibility

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

Safeguarding and Vulnerable Adults

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

Anti-Corruption Policy

It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harms the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.