

Fundraising & Business Development Apprentice

Job Description

ROLE OVERVIEW

To support fundraising and community engagement activities that generate income and strengthen relationships with local supporters, businesses and communities. This is a broad, entry-level role offering hands-on experience across fundraising, events, and supporter engagement, with a particular emphasis on community fundraising.

KEY INFORMATION

Post:	Fundraising & Business Development Apprentice
Pay and Contract:	£20,312 - £23,794 Two-year fixed term contract
Hours and Location:	Surrey (hybrid), with travel to community locations
Responsible to:	Fundraising Manager

KEY RESPONSIBILITIES

Community Fundraising

- Support individuals, schools, and community groups to run fundraising activities
- Help manage enquiries from supporters (email, phone, social media)
- Assist in building relationships with local fundraisers and donors
- Assist with research into prospective funders and community groups

Events & Campaigns

- Support planning and delivery of fundraising events and campaigns
- Attend events (where appropriate) to assist with logistics and engagement
- Coordinate and support volunteers for events and campaigns

Supporter Care

- Assist with thanking donors and acknowledging contributions
- Help maintain accurate records in the CRM/database
- Support donor communications (emails, letters, updates)

Corporate & Partnerships Support

- Research local businesses and partnership opportunities
- Help support relationships with corporate partners

- Assist with workplace fundraising initiatives
- Support the preparation of partnership communications, materials, and proposals

Marketing & Collaboration

- Work with marketing and communications colleagues to promote fundraising activities
- Contribute ideas for campaigns and community outreach
- Help gather stories and impact examples from carers and supporters
- Support the creation of content for social media, email, and promotional materials

General

- Maintain accurate administrative records
- Participate in apprenticeship learning and complete coursework
- Work collaboratively across fundraising, marketing, and engagement teams
- Act as an ambassador for Action for Carers Surrey in all interactions

PERSON SPECIFICATION

Essential
• Interest in fundraising, charities, or community work • Strong communication skills (written and verbal) • Friendly, confident and approachable manner • Organised and able to manage multiple tasks • Basic IT skills (email, Word, spreadsheets) • Willingness to learn and develop
Personal Qualities
• Passion for supporting unpaid carers • Enthusiastic and proactive attitude • Empathetic and people-focused • Team player with a positive approach • Comfortable speaking with members of the public
Desirable
• Interest in/knowledge of caring • Awareness of the voluntary/community sector • Previous volunteering, fundraising or community engagement experience • Experience in planning or running events • Experience in using databases or CRMs.