**Development Intern - Sutton Trust Internship Scheme 2020-21**

*One year, fixed term contract*

The Sutton Trust is a foundation committed to improving social mobility in the UK. Our work is focused on improving social mobility through education opportunities. We want to level the playing field for young people from low and middle income backgrounds so that they have a fair chance of accessing leading universities, apprenticeships and jobs.

We do this through:

* **Evidence based programmes**: Our programmes support 3,000 young people each year, boosting their aspirations and helping them to make informed decisions about their next steps.
* **Research**: Our research identifies the root causes of education inequality and promotes effective solutions to combat them.
* **Policy advocacy:** Our advocacy work makes sure social mobility stays at the top of the political agenda and is reflected in national policy debates.

The Sutton Trust Internship Scheme 2020-21 will run from **Monday 24th August 2020 to Friday 27th August 2021**. The Development Intern will provide integral support to the Trust’s Development team, which manages the Trust’s fundraising work and maintaining relations with our ever-growing alumni community. The intern will also be involved with at least one additional project from another team. They will learn about the individual team functions, as well as how they fit together within the charity. This internship is ideal for applicants who would like to broaden their experiences and develop a diverse range of skills.

Please note that due to the current Covid-19 government guidance the Sutton Trust offices are closed, meaning the successful candidate is likely to be working remotely initially.

**Main duties:**

* Producing high-quality briefing notes for the development team and senior leadership in advance of meetings and events.
* Conducting thorough prospect research into prospective and current donors and high profile alumni.
* Assisting with information gathering for reports and proposals to funders.
* Managing the Trust’s online fundraising platforms such as JustGiving and ensuring new and existing regular donors are appropriately thanked.
* Assisting the alumni team with managing the alumni inbox, updating the Sutton Trust’s online alumni platform and producing a monthly alumni case study.
* Providing administrative support for alumni volunteering and communications as required.
* Updating the Trust’s CRM with necessary data and ensuring private data is managed confidentially.
* Providing administrative support to the Development team and assisting with other tasks and jobs as required.
* Supporting with the running of trust-wide events (for example, residential programmes, research summits or alumni/fundraising events).
* Other office-wide administrative tasks, including being first port of call for phone enquiries about the Trust’s work
* Other duties as necessary from time to time

**Person Specification**

We are looking for an individual who:

* Is sympathetic to the aims of the Trust and its mission to improve social mobility in the UK
* Has an interest in the education or not for profit sectors
* Has an interest in fundraising and/or working with alumni
* Has a high degree of initiative and the ability to take responsibility for small projects with support.
* Has a high degree of enthusiasm and a desire to learn and gain new experiences through working in a busy environment
* Can prioritise when working to multiple deadlines and adapt to new tasks in a fast-paced environment
* Has excellent verbal and written communication and the ability to summarise information from readily available sources clearly and concisely
* Is personable, flexible and able to fit in to a small team.
* Demonstrates excellent attention to detail
* Is motivated and able to work independently when required.
* Is eligible to work in the UK\*

**Terms of Appointment**

* Salary: London Living Wage (currently £10.75/hour).
* Contract: One year, Fixed Term.
* Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Please note the Sutton Trust team are currently working remotely.
* Hours: The standard working hours are 9am to 5pm, Monday to Friday.
* Annual leave: 27 days per annum plus bank holidays.
* DBS check may be required.
* Additional: The successful candidate will be invited to join the Sutton Trust’s contributory pension scheme (subject to the conditions of the scheme) which includes a 6% employer pension contribution.
* Benefits include a Cycle to Work scheme, season ticket loans, and an employee discount scheme.

**Safeguarding statement**

The Sutton Trust believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. Therefore, all posts undergo a safer recruitment process, including but not limited to, disclosure of criminal records where necessary and eligibility to work in the UK. We have procedures in place to promote safeguarding and a safe culture at the Trust.

**To apply**

Please download the candidate application pack from our website, complete the application form (equal opportunities monitoring form is optional), and submit it to [jobs@suttontrust.com](mailto:jobs@suttontrust.com).

The applicant pack includes:

* Job description and person specification
* Application form
* Equal Opportunities Monitoring form (optional)
* Application guidance

Applications should reach us by **5pm on Monday 20th July**, with interviews to be held on **Tuesday 28th July**. Unfortunately, due to the large number of applications we receive, we will not be able to provide feedback to candidates who are not invited to interview.

**Please note that interviews will be held over Zoom, and you should be available for the whole day.**

Please state your name and the role you are applying for in the subject line of the email, and it would also be greatly appreciated if you could note where you saw this job advertised (there is space to do this on the application form).

**Any questions?**

On Friday 10th July, our current interns will be answering some questions on our Instagram page (@sutton\_trust) about what it’s like to work at the Sutton Trust. If you would like to ask a question, please email [jobs@suttontrust.com](mailto:jobs@suttontrust.com) by 5pm on Tuesday 7th July. Please note we may not be able to answer all questions submitted. We will also be publishing a blog about our internships, so keep an eye on our [news page](https://www.suttontrust.com/news-opinion/) for further details.

If you require any materials in an alternative format, or have any other questions, please get in contact with us on [jobs@suttontrust.com](mailto:jobs@suttontrust.com).

Any information you provide as part of your application will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Our privacy statement can be found [here](https://www.suttontrust.com/your-privacy/).

\*Please note that we are unfortunately not a Tier 2 visa sponsor.