



## Development Intern - Sutton Trust Internship Scheme 2021/22

*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. This is an exciting time to join the Sutton Trust as we look towards our 25<sup>th</sup> Anniversary year in 2022 and the important role we will play in the educational recovery effort in the wake of the COVID-19 pandemic over the coming years.

Our work comprises three areas:

- **Evidence based programmes:** Our programmes support 5,000 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 2021-22 will run from **Monday 6<sup>th</sup> September 2021 to Friday 16<sup>th</sup> September 2022**. The Development Intern role sits within the Trust's Development team, which manages our fundraising work and relations with our donor community. Beyond fundraising, there will also be opportunities to learn about and support other teams as required and to learn about how the teams fit together within the charity. The internship is ideal for applicants who would like to broaden their experiences and develop a diverse range of skills.

Following a year of remote working, we are planning to move to a flexible blend of both office work and home working from September 2021, depending on future government guidance. Please note that interns may be asked to provide office cover on occasion.

### 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 (including individuals, corporate partners and trusts and foundations).
- Assisting with information gathering and copy writing for reports and proposals to funders, as well as all-donor updates and targeted donor communications
- Managing the Trust's online fundraising platforms such as JustGiving and ensuring new and existing regular donors are appropriately thanked.
- 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, including updating donor lists and assisting with gift agreements.
- Supporting with the running of Trust-wide events (for example, 25<sup>th</sup> anniversary events, research summits or fundraising events).
- Other office-wide administrative tasks, including fielding enquiries about the Trust's work.
- Other duties as necessary from time to time, including supporting other teams on occasion.

## 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 (knowledge of the UK higher education system is helpful, but not essential).
- Has an interest in fundraising.
- Has excellent verbal and written communication skills and the ability to summarise information from readily available sources clearly and concisely.
- Has a high degree of initiative and the ability to take responsibility for small projects with support.
- Can prioritise when working to multiple deadlines and adapt to new tasks in a fast-paced environment.
- Demonstrates excellent attention to detail.
- Is personable, flexible and able to fit in to a small team.
- Has a high degree of enthusiasm and a desire to learn and gain new experiences through working in a busy environment.
- Is motivated and able to work independently when required.
- Is eligible to work in the UK\*.

## Terms of Appointment

- Salary: London Living Wage (currently £10.85/hour).
- Contract: One year, Fixed Term.
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP.
- 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 **9am on Monday 26<sup>th</sup> July**, with interviews to be held **Tuesday 10<sup>th</sup> – Wednesday 11<sup>th</sup> August**. 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..**

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 16<sup>th</sup> 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 13<sup>th</sup> 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](#) 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](#).

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