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STEP

Ministry of Stories

Fundraising Trainee

Location of role: 159 Hoxton Street, London, N1 6JP
(minimum of 2 days at Ministry of Stories per week)

Placement hours: 25 hours (equal to 3.5 days)

Working pattern: Between Tuesday-Friday 10-6pm

Placement length: 12 months

Salary: £13.85/hour

About

Ministry of Stories champions the writer in every child. Co-founded by author Nick Hornby in 2010, we help young people discover their confidence, imagination and potential through the power of their writing. We develop self-respect and communication skills through innovative writing programmes and one-to-one mentoring for children living in under-resourced communities, working in schools, and at our dedicated writing centre in east London. We empower young people to write brighter futures for themselves through the power of their ideas, creativity and imagination.

Inspired by San Francisco's 826 Valencia, you'll find us hidden behind our own fantastical shop [Hoxton Street Monster Supplies](#), which has been serving London's monster population (and the occasional human) since 1818. All proceeds from our monstrous offerings such as Cubed Earwax and Thickest Human Snot go back to support our work with young people.

Our programme currently includes:

- **Weekly Community Writing Labs** for children and young people, hosted at our Writing Centre in Hoxton
- **A Schools Programme** delivering creative writing-led educational workshops, projects and training that support school's needs

About the role

We are looking for an organised and efficient **Fundraising Trainee** to support the smooth and effective running of our fundraising over the next 12 months. The role will provide support across:

- Donations and donor communications
- Fundraising database, grant tracking systems
- Event organising
- Creating content for social media
- Writing reports for donors
- Writing bids

You will enjoy getting things organised and keeping the fundraising function running smoothly. You'll have a good awareness of the things that we need to keep on top of regularly and be able to anticipate what's going to be needed next. You'll enjoy working across the team, be good with systems and have a great eye for detail. You will also be inspired by the work we do and enjoy writing reports and creating content for our social media.

Ministry of Stories is a supportive, busy and fun environment, and will care about creating the best possible opportunities for the children and young people we work with.

Specific Responsibilities

1. Administration

- To research potential funders, under the direction of the Development Manager and Deputy Director

- To maintain our database, funder records, and application and report tracker and ensure the team are organised and aware of upcoming deadlines
 - To monitor the donations we receive and thank all new donors
- 2. Supporter Communications**
- To lead all personalised thank you letters, handwritten cards and phone calls with donors as agreed, in a timely manner and to a high standard
 - To contribute ideas to the organisation communications calendar
 - To gather content and ideas for our social media channels
 - To write reports and bids to donors, with the support of our Development Manager and Deputy Director
- 3. Events**
- To provide support to community groups, individuals or staff who fundraise on behalf of Ministry of Stories
 - To support people who want to take part in a sporting event, like the Marathon and provide a great experience for them
 - To help organise supporter events, along with the rest of the team
 - To attend Ministry of Stories events, when needed, to offer support
- 4. General Duties**
- To contribute to the activities of the wider team as necessary and as directed by the senior leadership team
 - To actively abide by the organisation's Safeguarding Policy
 - To recognise your role as part of a small team and be an active part of a team culture that encourages close collaboration and supportive relationships between colleagues

Skills and experience

You will be an organised and enthusiastic team member with strong administration skills. You will be keen to learn about fundraising and be encouraged to contribute ideas, while ensuring that our systems are working well to track our progress and our donors feel appreciated.

You will have a can-do attitude and be interested in trying your hand at work you may not have done before. You may already be good at researching or writing, or willing to have a try. You will bring positivity, energy, ambition and be motivated by our commitment to help young people to write a brighter future for themselves.

Essential skills

- Strong planning and administrative skills
- Excellent attention to detail
- Experience of providing good customer service, donor care or 'going the extra mile'
- Good writing skills and an ability to communicate clearly
- Experience of developing positive relationships with colleagues and working as a team
- Motivated to learn about fundraising and how it can help unlock opportunities for children and young people

Desirable, not essential

- Experience of events or fundraising/development
- Experience of using a database (e.g. Salesforce) and/or spreadsheets

About STEP

STEP is a training programme for young East Londoners local to the Olympic Park, who are ready to bring ideas, creative energy and perspectives to the creative and cultural sector.

You must be;

- Aged 18 to 30
- Resident of Hackney, Newham, Tower Hamlets and Waltham Forest
- We welcome applicants who have been educated outside of the above boroughs but priority will be given to those that have attended school or college in these boroughs

Through STEP, you'll get paid London Living Wage over a 12-month training programme to develop a range of skills and creative approaches and build on your network across different organisations or departments. You'll complete a work-based placement, grow as part of a peer network, take part in regular professional development workshops, and get a budget to produce a collaborative project. We'll also connect you with a specialist industry mentor, provide careers coaching and continue to offer support as part of our community after the programme.

How to apply

Complete our STEP application form by 10am on XX, you can upload video or audio responses.

For more information

If you require information in an alternative format, or want to speak to us about any access requirements, please contact us at goodgrowthhub@anewdirection.org.uk

Go to the Good Growth Hub website to find out more here about the STEP programme, book in to attend one of our information sessions, hear from STEP alumni and read our application guide for some expert tips.

<https://goodgrowthhub.org.uk/programmes/step>

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