



St Martin-in-the-Fields

Summer Intern - Trust Administrator

Application closing date – 21 June 2019

Who we are

St Martin-in-the-Fields is a unique configuration of cultural, charitable and commercial initiatives rooted in the life of a vibrant Church of England congregation. Our vision is *At the heart. On the edge*. This declares that we see ourselves at the heart of London, through our location on Trafalgar Square, and of the nation, through our 500-year links with the royal family, and also of the church, through our national profile gained through nearly a century of broadcasting and our flagship role in social issues – but also appealing to the heart through our long tradition of choral and classical music and our reputation for compassion gained through a century of engagement with poverty and destitution. It also names our calling to be on the edge, not just of Trafalgar Square but alongside those on the edge through being excluded, ignored or oppressed by society or church, and on the cutting edge of innovation in culture, commerce, charity and congregational life.

About the department

St Martin-in-the-Fields Trust exists to raise money to support the costs of maintaining the historic building of St Martin's, as well as funding innovative and important programmes of work to secure the future of the organisation.

The Trust has recently embarked on a major fundraising campaign Building Futures with a target of £25m. The campaign will secure funds for our historic buildings, as well as building major new funds for the development of our music and culture programmes, our mission and ministry at St Martin's and around the UK, and for innovative new projects to help homeless and vulnerable people in our community.

Over this summer we are looking for a short-term summer intern to help support the Trust team with its fundraising goals. If a future career in fundraising interests you, this temporary role offers an excellent opportunity to learn about major gift fundraising within a varied and busy environment.

About the role

A valuable and rare opportunity to learn about major gift fundraising, giving you the chance to experience the key elements to fundraising: prospect research, trust applications, event planning and overall strategy. And so, by the end of your time with us you will have a clear idea of exactly what goes into fundraising and work out if it's the career path for you!

This opportunity will be around two months, ideally through July and August, with the flexibility to your working pattern.

Working at St Martin's

- Based at - St Martin-in-the-Fields, Trafalgar Square, London (great central London location)
- Working pattern – three/four days a week, flexible 9 am – 5 pm
- Salary - £10.55 per hour (London Living Wage)
- Term – early July to early September (to be confirmed upon appointment)
- Perks - Free filter coffee and tea throughout your working day, 20% discount in the Café in the Crypt/Courtyard, Shop (excluding books) and limited concert concessions
- Holiday entitlement – paid holiday for hours worked

Job Profile

1 Research

- Research potential applicants to support the Building Futures campaign
- Assist with the preparation of effective and regular communications with prospects, donors and trustees to offer the highest levels of customer service
- Assist with researching prospects and monitoring prospect lists
- Helping with targeted research of St Martin's archive

2 Database

- Assist with maintaining the Donorfy database by ensuring that all information on donors and potential donors is accurate and up to date

3 Trust applications

- Assist with application writing
- Research appropriate trusts that may be approached for funding

4 Fundraising

- Learn about major giving

5 Events administration

- Assist with the administration for fundraising events
- Assist with preparation for cultivation and stewardship events

6 This is not an exhaustive description of the position. Aspects will change over time and the successful candidate is expected to contribute to its development and progression.

Who we are looking for

We are looking for someone who is:

- Self-motivated – to deliver work of a high standard
- Committed – to learning more about fundraising
- Passionate – about sustaining beautiful spaces for the future
- Hardworking – who can take the initiative to get things done
- Self-starting – excellent at organisation and calm under pressure
- Good team player – able to support and work well in a close team

Person Specification

Essential

- Excellent administrative and organisational qualities, including thorough knowledge of Microsoft Suite (including dexterity with spread sheets and mail merge) literacy, presentation, data entry and manual and electronic filing systems
- Good communication and interpersonal skills
- Ability to carry out desk research using on-line and other resources
- Calm and confident manner, able to engage with people at all levels, self-motivation and a “can-do”, positive attitude
- Be a team player, with an interest in people
- A good educational level

How to apply

To apply for this post, please email the following to hr@smitf.org by **9.00 am on 21 June 2019**:

- a supporting statement, explaining why you believe you can do this role
- a comprehensive CV detailing your relevant achievements in each role, and including two referees.

If you would like to chat about this role, please call a member of the Human Resources Team on 020 7766 1119.

Interviews will be held on **01 July 2019**.