

Job Description

Job Title: Fundraising Trainee

Weekly Hours: 28 hours usually worked on 4 days Monday – Friday (9-month duration)

Based At: Plumgarths, Crook Road, Kendal LA8 8LX

Reports To: TBC

Job Purpose:

To support the fundraising team in writing, researching and securing funding for the conservation and engagement work of Cumbria Wildlife Trust in protecting local wildlife. This is a unique opportunity to explore a future in fundraising within a trusted conservation organisation alongside a hugely experienced team.

Special Features of the Role:

This 9-month placement is offered to support the work of the fundraising team generally across corporate support, individual giving, community fundraising and grants. However, there will be an emphasis on supporting the work of the grants team.

The role will involve researching both projects the Trust wants to deliver and grant funders who may be interested in supporting the work of the Trust, and matching the two. We are looking for someone who is articulate and who can write a persuasive case for support that can be used for the team's fundraising efforts across different audiences.

The successful candidate will be supported with training and mentoring and have the opportunity to take part in practical work as part of your learning, as well as understanding how the Trust manages and uses data, sets and controls project budgets, and conveys the impact of our work to others.

Main Responsibilities and Accountabilities:

- Compliance with Fundraising and Data Protection regulations
- Contribute to the implementation and execution of the fundraising strategy
- Research opportunities and analyse to support any proposals for developing fundraising activities
- Work across other staff teams including marketing, membership, admin, finance and nature recovery teams
- Attend meetings, workshops, webinars and seminars as directed
- Contribute to raising awareness of the charitable cause
- Attend events and engagement activities to support the activities of the team

Supporting the Trust

- Be proactive in increasing the Trust's membership.
- Raise the profile of Cumbria Wildlife Trust.
- Seek to raise increased funds for the Trust.
- Develop and participate in educational aspects of the Trust's work including events, guided walks and illustrated talks.
- Any additional duties as outlined in the Annual Work Plan.
- Any other duties that may reasonably arise from time to time.
- All tasks and responsibilities to be carried out in accordance with the Trust's policies and procedures.

Date: Sept 2026

Person Specification

Role: Fundraising Trainee

1. Qualifications & Experience

The post holder will be expected to have qualifications and recent and relevant experience in the following areas:

		Essential	Desirable
1.	GCSE English and Maths (Grade 6 or above), or equivalent qualifications, training, or demonstrable competence in these areas.	•	
2.	Recent and/or relevant experience gained in a professional environment, either in a previous role or gained through work experience whilst studying.		•

2. Knowledge & Skills

The post holder will have the following knowledge and skills:

		Essential	Desirable
1.	An interest in conservation in Cumbria	•	
2.	Use of Microsoft Office Word, Excel and Outlook	•	
3.	Good communication and interpersonal skills	•	

3. Personal Qualities

The post holder should possess the following:

		Essential	Desirable
1.	Excellent written and verbal communication skills	•	
2.	Ability to work well on own initiative and co-operatively as part of a team	•	
3.	Ability to be flexible and respond to changing situations		•
4.	Able to communicate with sensitivity, professionalism and discretion.		•
5.	Ability to work effectively under pressure		•
6.	Good organisational skills		•
7.	Confidence in dealing with a wide range of people		•