



CASE Graduate Trainee Programme

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Job Description

Why become a CASE Graduate:

CASE partners with world class universities and not-for-profit organisations to offer a unique hands-on learning experience. Join us for a one-year extensive programme to explore roles in educational fundraising, alumni relations and communications or marketing, collectively known as the advancement profession.

Embedded in our [Talent Management and Career Hub](#) under the Opportunity Inclusion Centre (OIC), this initiative creates an opportunity for talented individuals to contribute towards the transformational impact of education, whether increasing philanthropic support, engaging alumni or helping to build an institution's reputation.

The programme:

Whilst trainees benefit from professional development at the host institution, CASE focuses on helping them take their first steps in advancement by delivering a series of online learning workshops, as well as a complementary programme of in-person training and networking opportunities.

Furthermore, CASE aspires to prepare them, so they arrive with both, a determination to bring their valuable perspectives within the sector, and the confidence to connect with various career pathways that are key to help transform lives.

The CASE Graduate Alumni Community counts 118 past trainees, among which 82 remain in advancement or working in other supportive professions. A number of them also continue their career journey whilst supporting CASE as volunteers.

Benefits:

- Hands-on experience working in an education institution, focused on fundraising, alumni relations, communications or marketing, or gaining experience across these disciplines.
- A programme of training and networking opportunities delivered by CASE.
- Compensation for the duration of the programme.
- CASE membership for one year, offering access to CASE resources including CASE webinars, the CASE [Library](#), and [The ARC](#): Advancement Resources Catalogue, [\(E\)-mentoring](#), [Communities](#), Career Central.
- Regular communication on entry-level job postings and career.
- In line with [CASE's Diversity Mission](#), and commitment to diversity, equity, inclusion and belonging, the trainees will also be invited to connect with Multi-Cultural Network members.
- Two global calls with [Sue Cunningham](#), CASE President and CEO, and other high-profile professionals as guests to share their experience and insights on the advancement sector.
- One year LinkedIn Learning licence upon availability.



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Who can apply:

- have recently graduated or are about to graduate,
- are new to advancement profession (less than 6 months in role),
- hold experience in another sector and wish to transition into a career in advancement.

A bit more about you:

In addition, you will:

- be passionate about Education
- demonstrate a keen interest in developing a professional career in advancement
- have a demonstrable interest in the third sector, fundraising, volunteering, communications, or event management
- believe in the power of education to change lives for the better
- have the ability to build healthy and long-lasting relationships
- be creative with great communication and organisational skills.

You will also be able to adapt to a variety of situations, have the perseverance to pursue goals and work collaboratively in a team. You must also be flexible to respond to the needs of a dynamic work environment.

Any degree subject is accepted.

Knowledge of fundraising, alumni relations, communications or marketing is not necessary as you will gain skills and knowledge through the programme.

Previous experience of fundraising activities is desirable but not essential. Enthusiasm and a genuine desire to learn are key.

Salary:

The trainee will be an employee of the host organisation for a 52-week period. The organisation agrees to cover the trainee's salary. This may vary depending on organisations and locations pay scale.

The host institutions are asked to provide a salary of at least the minimum wage to trainees for the duration of the programme on a full-time basis.

Location:

United Kingdom

Important dates:

1st February 2024 at 23:59 pm: Application close.

3rd June 2024 – 30th May 2025: CASE off-the-job training.

Between 1st July and 26th August 2024: Trainees start their 52-week placement at host institutions.



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Diversity, Equity, Inclusion and Belonging:

CASE and participants are committed to providing a collaborative environment that is free of discrimination based on the grounds of race, religion, or political beliefs, ethnic or national origin, gender, age, marital status, sexuality, disability, or any other legally protected status.

We encourage applications from all backgrounds, communities and industries, and are committed to having a pool of applicants that is made up individuals of diverse skills, experiences and abilities.

Please note that as per CASE Employment Policies and Procedures, as well as all employers' duty to prevent illegal working, successful candidates will be required to confirm eligibility to work in the UK prior to the start of their employment.

How to apply:

To apply for this position, please [fill out the application form](#).

More information on the programme can be found on [CASE's website](#).

For further queries, please contact Maeva Ofranc, Talent Programme and Project Manager, CASE (London office) Email: mofranc@case.org , Telephone: +44 (0) 207 448 9946.