

UK-MED



Fundraising Apprentice

Candidate Information Pack

April 2026

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Fundraising Apprentice
Hours:	Full time with 20% study time
Eligibility:	We are seeking candidates who are at least 18 years old and may have recently left school or have limited work experience.
Remuneration:	£22,380
Duration:	20 months
Location:	UK-Med Office, Manchester (Hybrid working available)

Are you a capable individual with a passion for Fundraising and making a difference in the world?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

Our Fundraising Team plays a vital role in ensuring we can deliver lifesaving medical care by inspiring supporters to give and supporting them throughout their fundraising journey. The team works closely with individuals, communities and partners to raise funds that directly support UK-Med's humanitarian responses worldwide.

We are recruiting for a Fundraising Apprentice who will support a range of fundraising activities, with a particular focus on supporter care, fundraising administration, and campaign support. This apprenticeship will provide you with hands-on experience and the opportunity to learn and grow within an international humanitarian charity.

Our ideal candidate will be eager to learn, able to work at pace, manage multiple priorities simultaneously, and have a passion for building a career in fundraising. You will have strong organisational and interpersonal skills and be able to demonstrate excellent attention to detail.

We offer a competitive apprenticeship salary and benefits, along with a friendly working environment and the opportunity to make a real difference through an important role supporting our humanitarian work.

Please note: This role is only available for applicants aged 18 years and above due to the nature of our work, possible deployment requirement for all of our roles, and the hours and flexibility in working requirements needed. UK-Med has risk assessed that our work environment cannot be made reliably suitable for under 18s.

How to apply

To apply, please submit a **current CV and a supporting letter** (2 pages) that includes a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification, alongside your motivation for applying for the role and for working at UK-Med.

Applications must be submitted through our **online jobs portal** no later than **Friday 7th of May 2026**

Applications for work in the UK can only be accepted from people with an existing right to work in the UK.

Apply if in a Different Field or Higher Level, Especially for Those Without Related Experience or Qualifications

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

Job Description

Fundraising Apprentice

Job Title	Fundraising Apprentice
Reports to	Individual Giving Manager
Duration	20 months
Hours	Full time (35pw) with 20% study time
Place of work	UK-Med Office, Manchester (Hybrid working available)

Purpose of role

Every UK-Med supporter plays a vital part in getting medical care to the people who need it most – saving lives in emergencies. As the Fundraising Apprentice, you will be part of our fundraising team which inspires people to give and thanks them warmly for their support.

You'll support the team with administrative tasks and supporter thanking supporters and making sure they have everything they need to fundraise for us. You'll often be the face and voice of UK-Med to our supporters, and your admin will be essential to the smooth running of the team.

You will also get the opportunity to stretch yourself by taking the lead on some fundraising activities to support your learning and development as well as contributing to the 5-year fundraising strategy.

This position is designed for individuals who are new to the workforce, providing a structured learning environment where you will gain valuable experience in fundraising while contributing to our important humanitarian work.

Key responsibilities

Admin

1	Ensure all donations are recorded accurately and promptly on the CRM (database).
2	Ensure all paper copy donation information is stored securely.
3	Ensure all fundraising pages are recorded on the CRM along with the associated payments.
4	Ensure contact preferences are kept up to date in accordance with unsubscribes and returned mail.
5	Other admin as needed to support the smooth running of the fundraising and communications department. For example, booking meeting rooms, or processing team expenses and invoices.

Supporter Care	
6	Ensure all donations are thanked appropriately and in a timely manner.
7	Provide tailored support to our community fundraisers (people hosting or taking part in events or other activity in their community) by supplying information and resources appropriate to the fundraising activities and ensuring that all activity is logged in the CRM.
8	Monitor the fundraising inboxes – responding as appropriate in an efficient and professional manner.
9	Ensure phone is answered and respond to supporter queries, giving every supporter a friendly and warm first contact with UK-Med.
10	Monitor the fundraising voicemail inbox, returning calls and responding to supporter queries.
Fundraising activity	
11	Work with the Individual Giving Manager to plan, and draft and build email campaigns to supporters which engage, surprise and delight.
12	Be the first point of contact for our fundraising volunteer who oversees community talks. Providing support and information as needed for their tasks.
13	Conduct digital Gift Aid campaigns, increasing the percentage of donors with an active gift aid declaration.
14	Take the lead on fundraising projects which align with the apprentice’s interests and the fundraising strategy.
Ways of Working	
15	Undertake all fundraising activity in a manner which is compliant with fundraising, data protection and other relevant regulation.
16	Undertake all fundraising activity in a highly ethical manner.
17	Support and implement fundraising systems and processes, and help ensure the delivery of the fundraising strategy.
18	Maintain records and ensure that fundraising data is kept securely, accurately and confidentially.
19	Be familiar with and comply with all UK-Med fundraising policies and procedures, making recommendations for changes and updates if necessary.
20	Participate in team meetings, bringing ideas, perspectives and insight.
Safeguarding	
21	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
22	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	

23	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
24	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
25	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
26	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
27	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
28	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

Fundraising Apprentice

Qualifications / Professional Memberships		
1	3 A levels of grade C or above, or an equivalent qualification.	Desirable
2	9 GCSEs with at least a Grade C or 4 in English language and maths	Essential
2	The appointee must not hold any formal professional fundraising qualifications, such as the CloF certificate	Essential
Knowledge, Skills and Experience		
3	Ability to work on multiple projects simultaneously and manage deadlines effectively	Essential
4	Excellent attention to detail	Essential
5	Ability to work with large amounts of data, maintain accurate records and input data accurately	Essential
6	Able to handle sensitive information with confidentiality	Essential
7	Excellent interpersonal and team working skills	Essential
8	Good IT skills, including use of Microsoft Word, Excel and database systems	Essential
9	Confident in handling numbers, and good arithmetic skills	Essential
10	Experience of using a database/CRM system	Desirable
11	Excellent verbal and written communication skills.	Essential
Personal Attributes		
12	A desire to build a career in fundraising	Essential
13	A positive and flexible approach to problem solving	Essential
14	Resilient individual who thrives in a fast-paced and rapidly changing environment	Essential
15	Highest standards of integrity and professional conduct	Essential

16	Committed to UK-Med’s humanitarian mandate and passionate about putting patients at the heart of everything we do	Essential
Practical requirements		
17	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential

Key terms and benefits

Salary:	£22,380
Working hours:	Full time with 20% study time
	Study Day: One day a week, the apprentice takes a day off from work to attend classes or complete coursework related to their apprenticeship.
Annual Leave:	25 days per year plus 8 public holidays
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme Automatic Enrolment: If you are over 22 years old and earn at least £10,000 per year, you will be automatically enrolled in our pension scheme. Opt-In Eligibility: If you are under 22 or earn below £10,000 annually, you still have the option to join the pension scheme voluntarily.
Deployment:	Although this role will not be expected to deploy frequently, if willing to do so the post holder will be prepared for deployment in operational support roles
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	3 A levels of grade C or above, or an equivalent qualification. 9 GCSEs with at least a Grade C or 4 in English language and maths.
Term of contract:	20 months

UK-MED

Building a world
prepared to help