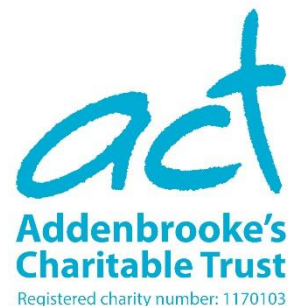


Addenbrooke's Charitable Trust (ACT)



JOB DESCRIPTION

Job Title:	Charity Development Placement
Hours:	37.5 hours per week
Term:	Fixed Term Programme of 18-24 Months
Location:	Cambridge Biomedical Campus
Working Arrangements:	To be discussed
Salary:	Under 20 - £21,158.00 per annum 21 and Over - £24,785.00 per annum

Are you about to do take your A Levels or about to graduate and unsure what to do next?

Have you ever thought about what it might be like to work in a Charity?

Have you ever wondered what is involved in raising the much needed funds for an NHS hospital?

Are you interested in gaining some baseline skills across the various disciplines of a charitable organisation, whilst making a difference to patients?

Addenbrooke's Charitable Trust (ACT) are offering the opportunity to find out exactly how the roles in a Charity work together to raise money from understanding different fundraising methods, how we communicate our messages and engage with supporters to building our brand and then how we support projects to have incredible impact within our amazing Hospitals and not forgetting all the important administration and governance that facilitates all that we do.

What can you expect from the placement?

You will spend 12-16 weeks working within Charitable Expenditure; Marketing and Communications; Finance & Corporate Services; Fundraising; HR and Philanthropy. Through this you will gain an insight into how they operate and how they interact with other areas of the Charity and develop transferable skills to take you into the next stage of your career journey.

We will provide expert guidance and relevant training to ensure that you gain the experience and transferrable skills for opportunities within ACT or other charities and organisations.

Once the initial placement within the teams is complete, we will work with you to identify whether there is an area/team that you would like to focus on for the remaining period of the contract and hopefully for a longer-term substantial role.

Who are Addenbrooke's Charitable Trust?

At Addenbrooke's Charitable Trust (ACT), we exist to make our outstanding hospitals even better. We raise vital funds to support Addenbrooke's and the Rosie hospitals — connecting generous people with projects that go beyond the boundaries of NHS funding and help deliver the very best in patient care, clinical outcomes, research and education.

Right now, ACT is entering a defining chapter. Alongside supporting our existing hospitals, we are helping to bring to life two once-in-a-generation developments: the Cambridge Cancer Research Hospital and the Cambridge Children's Hospital. Together, these projects will transform healthcare locally, nationally and globally, placing Cambridge at the heart of medical innovation.

Everything we do — from funding cutting-edge technology and life-changing research to improving hospital environments and supporting staff wellbeing — is made possible by the commitment of our supporters. We are proud to live our values every day: we are Supportive, Innovative and Ambitious, and we always ACT with Integrity.

If you're motivated by impact, collaboration and the opportunity to help shape the future of healthcare, there has never been a more exciting time to join us.

General corporate requirements

- a. To adhere at all times to ACT's policies and procedures as varied from time to time
- b. Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- c. To ensure the effective and efficient use of ACT's resources
- d. To ensure that all duties are carried out to the highest possible standard.
- e. To be aware of individual responsibilities under the Health and Safety at Work Act (1974).
- f. To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (2018).
- g. To work in line with the Fundraising Regulator's Code of Fundraising Practice 2025 and other relevant legislation and guidance
- h. To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives.
- i. To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- j. To undertake any other reasonable task as may be identified as necessary by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility outlined.



We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

Addenbrooke's Charitable Trust (ACT)

PERSON SPECIFICATION

Essential	<ul style="list-style-type: none">• English and Mathematics GCSE A-C grade or equivalent.• Good attention to detail.• Good level of competency in Microsoft packages, such as Word, Excel and Outlook.• Confident and competent communicator; verbally, and in writing by email or letters.• Ability to work independently and manage multiple priorities, escalating issues and seeking help where appropriate.• Ability to input data accurately and to maintain accurate records.
Desirable – not essential	<ul style="list-style-type: none">• Experience of working in an administrative role and/or front of house role• Customer service experience• Experience of working in a customer facing role in a charity or not-for-profit organisation

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you would like to be considered for the programme to hr@act4addenbrookes.org.uk

The closing date for applications is 17th May 2026.

If you have any questions relating to the placement that are not answered in this job description please contact us on hr@act4addenbrookes.org.uk or call 01223 734941

ADDENBROOKE'S CHARITABLE TRUST CURRENT EMPLOYEE BENEFITS



- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
- Your Birthday off
- Cycle 2 Work Scheme