

SaTH CHARITY FUNDRAISING APPRENTICE

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, increasing with length of service, plus 8 bank holidays
- Flexible working policies
- Generous maternity pay and 2 weeks full pay paternity leave
- Colleague recognition scheme and long service awards
- Greener travel initiative, including cycle to work scheme and lift share
- Childcare information and support available, including onsite nurseries
- Discounted bus passes with Arriva

Financial

- Access to various local and national discounts via various external websites
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men's Health forms and MOT
- Discounts with local gyms

Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction.

Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present.

Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times.

Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work.

Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included.

Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone

- The role supports the SaTH Charity Team by helping with fundraising across Shropshire, Telford and Mid Wales.
- The job includes talking to staff, supporters and the public, and helping them with their fundraising activities.
- You will help plan and take part in charity events, create simple fundraising materials, and keep accurate records.
- The role involves travelling between different sites, so you will need access to a vehicle.
- You will follow all charity and Trust rules and learn how to fundraise safely and professionally.
- You will work towards a Level 3 Fundraising Apprenticeship, with time set aside each week for your learning.

Job Description

Job title:	SaTH Charity Fundraising Apprentice
Grade:	Apprenticeship
Site:	The Royal Shrewsbury Hospital
Accountable to:	Public Participation Development Manager
DBS required:	Yes

Job Overview

The post holder is a key member of the team and will provide fundraising support to the SaTH Charity Team, Trust Staff and Supporters/Fundraisers. The post holder will be working with colleagues to grow and develop our fundraising activities across Shropshire, Telford and Mid Wales.

The role is primarily based at the William Farr House, Shrewsbury but the post holder will work across both hospital sites (Princess Royal Hospital, Telford) and other locations to support fundraising for SaTH Charity.

Apprenticeship requirements

The post holder must also Work towards achieving the Level 3 Fundraising Apprenticeship within the recommended timescale. 20% of the post-holders working time should be dedicated to their Apprenticeship

Funding rules

An Apprentice

- Can be any age post full-time education 16+
- Cannot already be on an Apprenticeship or any Government funded training
- Cannot have a qualification at the same or higher level in the same vocational area. There needs to be significant new learning.
- Has been a UK resident for 3 or more years. OR
- Meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document:

Apprenticeship funding rules 2024 to 2025 [Apprenticeship funding rules and assessment plan guidance, 2025 to 2026 - GOV.UK](#)

Main Duties and Responsibilities

With supervision and guidance, the post holder should develop the skills, knowledge and behaviours of the below:

Fundraising Responsibilities

- To be able to communicate effectively with staff, members of the public, Trust partners and supporters regarding fundraising activities for the Charity.
- To assist in dealing with enquiries from Trust staff, volunteers, members of the public visiting or contacting the department and providing information on SaTH Charity, including opportunities and support with fundraising
- To support the development of donors and fundraisers to increase retention and loyalty, through building engagement and relationship management
- To support the delivery of fundraising events and initiatives, getting involved with all aspects from planning, attending and reviewing effectiveness of fundraising and SaTH Charity awareness events, some of which maybe at the weekend or evening.
- To support to objective of securing funds and raising awareness of the charity in line with agreed targets and KPIs

- To contribute towards the development of fundraising plans and evaluating their effectiveness
- To provide input and support with creating fundraising literature/marketing material such as leaflets, posters, social media and website content and support the effective distribution of fundraising materials.
- To receive and effectively manage telephone enquiries and messages from fundraisers/supporters
- To support with distributing and maintaining point of sale fundraising such as leaflets, posters and charity collection tins.
- To maintain efficient electronic filing systems and accurately entering information into our charity database (Beacon) and keeping accurate records of our fundraisers/supporters.
- To establish and maintain good communication links with other Trust staff and departments regarding their fundraising activities
- To report and monitor any operating problems through the specified reporting channels.
- To contribute to the positive way in which our patients and staff experience our services by undertaking any other required responsibilities appropriate for the role.
- The post holder will be expected to travel between our hospital and other external locations to support SaTH Charity. The post holder will need access to a vehicle to meet the travel requirements of the post. Travel expenses will be reimbursed in accordance with Trust policy.

Professional Responsibilities

- Ensure that the delivery of all fundraising details complies with departmental and Trust policies, procedures and guidelines.
- The post holder will ensure that they work within and are compliant with Fundraising Code of Practice and Data Protection Regulations
- Ensure that any communications by self are perceived in a constructive and helpful manner.
- Ensure all relevant policies are adhered to at all times.

Personal Development

- To participate in the annual talent conversation process, ensuring that all agreed objectives are completed.
- To identify any shortfalls in personal ability and develop action plans to overcome these in conjunction with your line Manager.
- Ensure all mandatory training and any other relevant training as identified by your line manager are completed.

- To attend other training courses, or conferences as deemed necessary
- Seeking out information and taking the time to understand the 'bigger picture'
- Challenging yourself and others, reflecting on your practice and interaction with others.
- Being involved in the development of service improvement speaking up with ideas.

Communication

- Liaise with all members of the Public Participation Team (Engagement, Volunteer and Charity) regularly.
- Liaise with other members of the corporate team as required or directed in order to provide effective communications with all relevant stakeholders.
- Liaise daily with other areas as required ensuring that clerical/fundraising duties and objectives are completed each day throughout the department.
- Demonstrate tasks and roles to relevant personnel as instructed.

Use of information

- To maintain and update records held electronically to support fundraising activities.
- To be fully conversant in the use of electronic communication systems, personal computer systems to maintain accurate records and communicate effectively.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of 4 GCSEs or equivalent 9 – 4 (A* - C) (including Maths and English) • Must meet minimum requirements as set by the training provider to access the Apprentice programme. • Eligible to undertake the Apprenticeship - must not have a qualification in the same vocational area at the same or higher level. 	<ul style="list-style-type: none"> • IT skills demonstrated through a formal qualification
Experience	<ul style="list-style-type: none"> • No formal experience in a work environment in an employed capacity required. • Basic working knowledge of Microsoft Word, Excel and Outlook 	<ul style="list-style-type: none"> • Work experience in a care or administration environment. • Customer service experience, dealing with people on the telephone and face to face. • Experience of team working • Microsoft packages e.g. Access and PowerPoint
Knowledge and skills	<ul style="list-style-type: none"> • Ability to work under supervision available and a willingness to seek advice when appropriate. • Able to carry out routine tasks 	<ul style="list-style-type: none"> • Evidence of effectively working to deadlines. • Evidence of ability to complete tasks effectively. Ability to work unsupervised for short periods.

	<p>following instruction.</p> <ul style="list-style-type: none"> • High level of accuracy and attention to detail. • An effective team player. • Flexible with ability to prioritise and work to deadlines. • Ability or willingness to learn how to communicate effectively and sensitively with colleagues, members of the public and others from a variety of backgrounds. • Ability to understand the importance of confidentiality and to maintain confidentiality at all times as necessary • Flexible approach 	
<p>Other</p>	<ul style="list-style-type: none"> • Ability to travel across the communities we serve • Flexibility in working hours, must be able and willing to occasionally attend meetings outside of normal working hours – may need to work evenings and weekends on occasion • Willing to undertake and complete the Level 3 Fundraising 	

	<p>Apprenticeship within 18 months.</p> <ul style="list-style-type: none"> • Has been a UK resident for 3 or more years. Or • Meets the eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked funding document: Apprenticeship funding rules and assessment plan guidance, 2025 to 2026 - GOV.UK 	
--	--	--

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;

- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.



Proud to have signed
The Pregnancy
Loss Pledge

