**CASE Graduate Trainee Programme – Europe**

**Application 2025-2026**

Thank you for your interest in the CASE Graduate Trainee Programme! **About the programme:**

A one-year extensive programme which aims to attract talented graduates into fundraising, alumni relations, communications or marketing roles (known as ‘the advancement profession’) contributing towards the transformational impact of educational institutions.

On-the-job training by the host organisation is complemented by a programme of workshops and events organised by CASE throughout the year, to support trainees in their work and equip them with the primary core competencies needed to start their career journey.

The programme is open to individuals for whom at least one of the following criteria apply:

* have recently graduated or are about to graduate (in any subject),
* 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.

Knowledge of fundraising, alumni relations, communications or marketing is not necessary to apply, but enthusiasm and a genuine desire to learn are key.

Things to consider before applying:

* Set a reminder for the application deadline on 26 January 2025 23:59 GMT.
* Find a quiet environment where you can take your time to complete your application.
**Submitting early will not impact our final decision.**
* Read through the form to familiarise yourself with the questions.
* Let us know if you require the help of a mentor to guide you toward submitting a strong application, or if you require any adjustments due to personal circumstances.
* Please note that our assessors will be able to identify AI-generated answers. Although we acknowledge AI as a rising support tool, we expect you to share with us an authentic application based on your own lived experiences – whether as an individual, a student, a volunteer, or a professional. We strongly encourage you to tap into your life resources!
* Once you have completed the form, please read it once again before **submitting in PDF format**. Ensure to keep a copy of your final submission.

**If you require support with your application or interview process,** contact Maeva Ofranc, who is responsible for the management and execution of the programme:

Maeva Ofranc, Talent Programme and Project Manager, CASE (London office)
Email: mofranc@case.org

Telephone: +44 (0) 207 448 9946

For any other query or further information, email us at europe@case.org

**About you**

An opportunity for you to showcase yourself and your talent(s).

**Tips**

* Highlight any achievements or interests that you feel would make you a strong
candidate for this internship.
* Share any educational and professional experiences you believe are relevant to
the position, including coursework, projects, group work, volunteer work, paid
and/or unpaid internships.

|  |  |
| --- | --- |
| **Surname:** Click or tap here to enter text. | **First name:** Click or tap here to enter text. |
| **Email:** Click or tap here to enter text. | **Phone:** Click or tap here to enter text. |

**Select all criteria that apply to you.**

[ ] Recently graduated or about to graduate.

[ ] New to the advancement profession (less than 6 months in role).

[ ] Have experience in another sector and wish to transition into a career in advancement.

**In the space below, please tell us more about you.**

* At which university/universities are you currently studying, or did you last study?
* When did you, or will you, graduate?
* What degree(s) did you pursue, or are you pursuing?
* If you are currently employed, please tell us more about your role and organisation.

Click or tap here to enter text.

**How did you hear about the graduate programme?**



**What inspires you to apply for this programme?**

Click or tap here to enter text.

**Personal development**

What skills, capabilities, and/or abilities you are seeking to develop?

Click or tap here to enter text.

**Skills, knowledge, and competencies**

Please outline your key skills and competencies, which may include:

* Languages and proficiency - written and spoken
* Computing, IT skills - Microsoft Office, Google workspace, Adobe, Mozilla,
Salesforce, Office Suite, etc
* Other technical skills
* Practical skills
* Attributes you would bring to any job

Click or tap here to enter text.

**Experience (250 words limit)**

Please outline any experience you have of the following: coordinating events / communications / volunteering / fundraising activities. If you do not have direct experience in these areas, please summarise your relevant transferable skills.

Click or tap here to enter text – 250 words limit

**Interest (250 words limit)**

Why are you interested in exploring a career in educational advancement?

Click or tap here to enter text – 250 words limit

**Understanding of Educational Fundraising (250 words limit)**

Why do you think educational institutions fundraise?

Click or tap here to enter text – 250 words limit

**Understanding of Educational Communications and Marketing (250 words limit)**

What do you think are some of the goals of communications and marketing activities in educational institutions?

Click or tap here to enter text – 250 words limit

**Motivation (250 words limit)**

Write persuasively and passionately about a cause or topic of your choice and why it would be a good thing to fundraise for. What fundraising activities could you undertake to support the cause?

Click or tap here to enter text – 250 words limit

**Equity, Diversity, and Inclusion (250 words limit)**

Why do you believe diversity and/or inclusion is important within the workplace or an organisation? Why is it important to you?

Please give at least one key reason why diversity and inclusion are important in the workplace and provide a clear explanation.

Click or tap here to enter text – 250 words limit

**References**

Please provide the details of two contactable and recent/current referees. *Full name, job
title, organisation, email, telephone.*

Click or tap here to enter text.

**Logistics - location**

Please state your preferred location(s) within the UK.

[ ] West

[ ] Midlands

[ ] London

[ ] Wales

[ ] Available to interview for all regions

**Reasonable adjustments - interview**If you are selected, do you need any reasonable adjustments to be made for the interviews? Please specify below. If you would prefer not to say at this point, please say yes and we will be in contact for further information when necessary.

Click or tap here to enter text.

**Reasonable adjustments – work placement**If you were to be offered a role, would you need any reasonable adjustments to be made for the work placement? Please specify below. If you would prefer not to say at this point, please say yes and we will be in contact for further information when necessary.

Click or tap here to enter text.

[**Agreement**](https://www.abstractscorecard.com/cfp/submit/submissions/tasks/router.asp?EventKey=QEMBKDBJ&SubmissionID=1392693&TaskID=103190)

Please carefully read the statements below and confirm your agreement before submitting your completed application. If you have any queries or concerns, contact Maeva Ofranc at mofranc@case.org.

I understand that I am applying to the CASE Graduate Trainee Programme 2024-2025 and not a specific organisation. If I am selected, CASE will determine which organisation I will be interviewing with.



I certify that all the information I have provided in order to apply and secure a trainee position is true, complete and correct.



I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, and/or immediately discharge me from this host's service, whenever it is discovered.



If selected to participate in the CASE Graduate Trainee Programme 2024-2025, I agree to abide by all regulations concerning the programme as established by CASE and the host organisation.



If selected, I understand that I must participate in an onboarding webinar before the programme starts. The session outlines expectations, policies, and what to expect from your training.



I understand that the salary will depend on each organisation's own pay and grading structure.



I understand that as per the UK Employment Policies and Procedures, CASE Diversity Statement (Job description), as well as all employers' duty to prevent illegal working, successful applicants will be required to confirm their right to work in the UK.



I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing an applicant from consideration for employment on a basis prohibited by local, country or regional law.



I expressly authorise, without reservation, the employer and its representatives to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, their agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organisations for furnishing such information about me.

Top of Form

I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the host is authorised to make assurances to the contrary and that no implied, oral or written agreement contrary to the foregoing express language is valid unless they are in writing and signed by the host's designated representative.



I agree that if I resign, or my host institution terminates my graduate trainee position due to my performance prior to the completion of the graduate trainee term, I will be responsible for repaying any out-of-pocket expenses occurred by my host institution, including but not limited to; books, CASE Europe Annual Conference (CEAC), Spring Institute in Educational Fundraising (SIEF), registrations costs, flight, room and board.



I understand it is my responsibility to secure and pay for my living expenses; including accommodation, any relocation cost, transportation and any other related costs.



I understand that travel, accommodation, and catering expenses will only be covered for any off-site trainings delivered by CASE.



**Equal Opportunities Form**

This questionnaire is voluntary.

CASE is committed to growing the diversity of the advancement profession. We aspire to help organisations connect with their diverse constituencies and create pathways for current and future employees of diverse backgrounds while strengthening their relationships with an increasingly diverse alumni population.

By filling this section, you will be helping us monitor that Equal Opportunities policies are being followed. The information you provide is confidential and will not be linked to your application, will not be considered during the application process and will not be used for selection purposes.

What is your gender identity?



What is your ethnic group?



Do you consider yourself to have a disability?



What is your age?

