

Application Guidance

Cambridge Fundraising and Alumni Relations Internship Programme 2025

Thank you for your interest in the Cambridge Fundraising and Alumni Relations Internship Programme. This document provides the questions that we will ask in application form and some friendly guidance on how to complete your application.

If you have any additional questions about the programme, or how to complete the application form, please email Laura Whitehead, Cambridge Fundraising and Alumni Relations Internship Programme Manager, at laura.whitehead@admin.cam.ac.uk

Application Form

We have opted for an open-text application form over the traditional CV and cover letter format, as this allows us to ask you specific questions about your interests, skills and experience in relation to our specific internship.

This application form includes three mandatory sections and an optional section:

1. Personal details
2. Suitability for the role
3. Media and equal opportunities monitoring

Please complete all sections and then press submit. You will receive confirmation on the website. You will not receive email confirmation of the form being submitted. If you are concerned that your form was not submitted, please contact Laura Whitehead at laura.whitehead@admin.cam.ac.uk

Please note that there is no way to save the form and come back to it. You must be ready to complete your application once you start it.

Some questions in this form (particularly in Section 2: Suitability for the role) require longer answers, and you may want to take some time to draft your answers for these questions. They also have word counts. We would recommend reviewing these specific questions below and drafting your answers in a word document prior to completing the form. This way, your responses won't be lost, and you can make sure you stay within the word count.

Section 1: Personal details

In this section of the form, we have asked you to provide us with personal details. Please note that these will not be used as part of the selection process.

1. Name
2. Surname
3. Email address – it is important that you spell this correctly as this is primarily how we will contact you regarding your application.
4. Primary telephone number – we will only use this to contact you if necessary (for example, if you do not respond to our invitation for interview).
5. Immigration status - Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)?

Depending on your answer to question 5, you may be asked question 6. Depending on your answer to question 6, you may be asked question 7.

6. If no, do you already have temporary permission to work in the UK?
7. If yes, please specify your visa type and visa end date.

We ask about your immigration status here only as it relates to your right to work in the UK. Candidates who apply to the Internship Programme must, by the start of their employment, have permission to work in the UK. Unfortunately, we are unable to sponsor visas for these roles as they do not meet the minimum salary requirements to obtain a Skilled Worker Visa.

8. Please state the title of your degree programme (i.e. the subject you are studying)
9. Please state the name of your institution
10. Please state your expected graduation year

Section 2: Suitability for the role

In this section of the form, we have asked you to detail your previous experiences that might be relevant to the internship. We have also asked you some specific questions about your motivation to apply to the role and demonstrate skills needed for the role. All of these are open-text questions. You may want to draft your answers in a separate word document before submitting them as part of the form.

11. Please list your work experience to date. This can include paid work experience, volunteer roles, positions of responsibility or extracurricular activities.)

In your answer to question 11, we want to hear about any experience that you have that you think is relevant to this role. We understand that as early career applicants, you may not have paid professional experience, but we think there are lots of different ways you can gain skills and knowledge relevant to your application, and we want to hear about your experiences.

Here is a (non-exhaustive) list of examples of experiences we might be interested in:

- Your involvement in a university society, committee, sports club or school group
- Research projects you might have conducted at school or university, or any fieldwork you might have completed as part of your course
- Paid work experience – this could include working in a shop, restaurant or bar, doing a paper round, an internship programme, etc.
- Volunteering for a local charity or community group
- Tutoring or mentoring younger students

12. Please describe your motivation to undertake this particular internship, and what you hope to gain from the experience? *Please use a maximum of 300 words.*

In your answer to this question, we want to know why a role in fundraising and alumni relations interests you. Take time to consider the nature of our work and how it aligns with your interests? What do you know of the role of philanthropy in Higher Education? What can you offer the organisation? How would this help you to achieve your future career goals? How does it relate to your current studies, experiences or projects?

13. What are your top three personal values, and from what you understand of the programme, and our work, how does this internship align with those values? *Please use a maximum of 300 words.*

When answering this question, it's important to reflect on values that are meaningful to you and that align with the work of fundraising and alumni relation. For each value, think about how the internship will allow you to engage with or grow in that area.

14. Reflect on a time where you worked with a person who was different from you (*e.g. political perspective, gender, race, religion, nationality, etc.*) What did you learn from that experience?

In your answer to this question we want you to demonstrate your ability to navigate diversity and how you grew from that experience. Focus on how you approached any differences in opinion, values, or approaches to work. Be honest and thoughtful about what you learned—this could include new perspectives, improved communication skills, or enhanced empathy. Consider how this experience shaped your ability to collaborate in diverse teams and how it might influence your approach to future interactions.

15. Please indicate your top three areas of interest.

Please choose the areas of our work that appeal to you most and/or that align most closely with your longer-term career goals. This will enable us to match successful candidates to our projects.

Section 4: Media and equal opportunities monitoring

This section of the application form is optional, but we would encourage you to fill it out as this information is useful for our statistical and monitoring purposes. There is an option to write or tick “prefer not to say” for sensitive questions.

Please read the full statement about this section on the application form.

Be sure to click submit. You will be redirected to a page that confirms your submission.

Thank you for applying to the Cambridge Fundraising and Alumni Relations Internship Programme! If you have any questions or concerns, please contact Laura Whitehead at laura.whitehead@admin.cam.ac.uk