

World AIDS Day Project Assistant



**NATIONAL
AIDS
TRUST**

Securing rights
Stopping HIV

Job Application Pack

September 2026

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Foreword

from our
Chief Executive

I am delighted that you are considering applying for a job with National AIDS Trust.

We are the UK's HIV rights charity, working to stop HIV and support the rights of people living with HIV. Our work is values-led and embedded in our community. We understand that HIV is much more than a health condition, so our approach to combatting its effects and stopping new transmissions is wide-ranging. Tying this work together is our belief that health is a human right. Our success relies on our expertise, our credibility, our independence, and our strong relationships with allies.

Working here gives you a role in a team passionate about creating impact, and unusually successful at doing so. Over the last few years, we have ensured that PrEP (the HIV prevention medication) is available to those who need it; that hospital emergency departments test for HIV in those areas of highest risk; that generic mental health services improve their offer to people living with HIV; and that migrants with insecure immigration status can access healthcare without fear of their data being used to deport them.

But there is so much left to do. While 4,000 people acquire HIV in the UK every year, and while people living with HIV continue to battle stigma and discrimination, our work is as important as ever.

It is fundamental to our values that those most affected by HIV help lead this work, so we particularly encourage applications from people living with HIV, gay and bisexual men, trans and non-binary people, and people from black and minority ethnic communities. We welcome applications from disabled people and are committed to making reasonable adjustments wherever possible.

If you can see yourself contributing to this work, we would love to hear from you.



Robbie Currie



Who we are & what we do

We are the National AIDS Trust

We're the UK's HIV rights charity. We work to stop HIV from standing in the way of health, dignity and equality, and to end new HIV transmissions. Our expertise, research and advocacy secure lasting change to the lives of people living with and at risk of HIV.

Our vision is a world where HIV does not stand in the way of health, dignity and equality.

Our purpose is to stand alongside and defend the rights of everyone living with, affected by or at risk of HIV.

Our expertise, research and advocacy secure lasting change to the lives of people living with and at risk of HIV.

And we won't stop until everyone affected by HIV can live their fullest life possible.

Our strategic aims:

- **STOP:** we will stop new HIV infections
- **CHAMPION:** we will champion the needs of people whose voices and experiences are too often ignored
- **PROTECT:** we will protect the rights of everyone living with and at risk of HIV
- **DRIVE:** we will drive engagement and activism to change attitudes to HIV.

Our values

We seek to embody our values in everything we do – including how we approach our work, how we treat our staff, and how we work with others:

- We believe that people living with and affected by HIV are at the core of everything we do. We seek opportunities for greater and more meaningful involvement of people living with HIV in all our work.
- We believe passionately in equality and human rights, so this is at the centre of everything we do.
- We are brave. We speak out and are never afraid to challenge the status quo.
- We are persistent. We persevere until we create change, however long it takes.
- We are collaborative. We work to build relationships of mutual trust and respect because we know we can't do this alone.
- We are honest. Our integrity and credibility are crucial, so we protect them by being independent, transparent and accountable.
- We are thrifty. We make every penny count to ensure that we can make the maximum impact.

Our offer

- 27 days' annual leave (pro-rata)
- Employee Assistance Programme (EAP) including access to 24-hour advice and support line and face to face counselling
- Organisational training and personal development plans

The opportunity

About the post

- Fixed term contract:
Monday 12 October – Friday 4 December 2026
- Full-time position (35 hours a week)
- £14.80 per hour
- London office working (Stepney Green, E1)

The World AIDS Day Project Assistant will support our small, busy fundraising and finance teams during our largest campaign of the year.

This will include preparing and sending out fundraising materials, responding to requests by phone or email, maintaining accurate records, and participating in National AIDS Trust's fundraising activities across London.

They'll also process and send our orders received through our online shop and reconcile orders with associated documents.

The World AIDS Day Project Assistant will report to the Fundraising Officer.

Job description

Main duties and responsibilities

1. Process and send fundraising materials and shop orders

- To pack up fundraising materials such as red ribbons and collection boxes into envelopes, frank them, and take them to the post office.
- To work with the finance officer to process and send red ribbons and brooches orders.
- To quality check brooch stock.

2. Responding to enquiries and requests for materials

- To respond, in conjunction with the rest of the fundraising team, to requests and enquiries from members of the public by phone or email.
- To deal with shop customer queries in a polite and timely manner.

3. Maintaining accurate fundraising and finance records

- To log details of fundraising activities and fundraisers in Microsoft Excel and/or our CiviCRM database.
- To track requests for fundraising materials and ensure we have adequate levels of materials.
- To reconcile shop orders and ensure all stock is accounted for.
- To reconcile PayPal payments with shop orders.
- To assist the finance team reconciling donation payments received from Stripe and Go Cardless against fundraising donation records.

Job description

Main duties and responsibilities (cont)

4. Participating in World AIDS Day activities

- To participate in bucket-shaking and other fundraising events and activities at locations across London around World AIDS Day.
- To provide administrative and finance support as necessary.
- To count and reconcile cash donations.

5. Other

- To undertake such tasks as may reasonably be requested.
- To collaborate with National AIDS Trust staff as appropriate.
- To attend team meetings as required.
- To undertake all responsibilities with due regard to National AIDS Trust's Equality and Diversity Policy at all times.

Person specification

Essential	CV	Cover letter	Interview
Keen interest in supporting a major fundraising/awareness raising campaign and understanding of its importance to a national charity.		✓	✓
Self-motivated approach to work and a strong team player.	✓	✓	✓
Strong organisational skills and ability to prioritise workload and meet deadlines.		✓	✓
Ability to communicate in an engaging manner to (potential) fundraisers and shop customers on the phone and over email.		✓	✓
Ability to maintain administrative systems with good attention to detail.		✓	✓
Competence with Microsoft Office applications (particularly Excel, Outlook and Word) and Google Chrome.		✓	✓
Enthusiasm and availability to participate in evening and weekend fundraising activities – particularly around World AIDS Day on 1 December 2026.		✓	✓
Adept at picking up new processes quickly and feeding back on any necessary improvements or issues as they arise.	✓	✓	✓
Desirable			
An interest in HIV.		✓	✓
Basic understanding of accounting reconciliation processes.		✓	✓

How to apply

Please apply by email to recruitment@nat.org.uk by the deadline of **5pm on Monday 14 September 2026**. Your application should include:

- CV
- letter of application addressing the person specification (maximum two pages)
- completed short application form.

Interviews for the role will be held in the week commencing **21 September 2026** at our office in Stepney Green.