



YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Fundraising Planning Manager	PAY BAND:	
FUNCTION:	Fundraising, Brand & Marketing	Support	
THE TEAM:	The Supporter Performance and Operations Team drive and support our fundraising performance. We partner with colleagues to improve the quality and efficiency of our fundraising activities.	Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team	

WHERE YOU WILL FIT

CEO	Director of Fundraising & Marketing	Deputy Director of Fundraising	Fundraising Planning Manager
-----	-------------------------------------	-----------------------------------	------------------------------

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Young people need us more than ever and we will be there for them. This position plays a critical role in raising the funds we need to help young people. It will work with the Senior Fundraising and Marketing Team to develop the strategic plan and implement the operating plans to manage our priorities and deliver against our strategic goals.

WHAT WILL YOU DO?

- Work as a close critical friend to the Senior Fundraising and Marketing Team to develop, implement and manage our fundraising and marketing strategic plan.
- Lead the implementation of the fundraising and marketing operating plans framework across the department with key priorities, activities, dependencies, budgets and KPI's.
- Proactively manage fundraising wide governance processes and internal reporting such as risk register, executive leadership team and Trustee reporting.
- Ensure that the calendar and structure of our fundraising and marketing leadership activities aligns with and contribute to the strategic plan.
- Manage structured department wide internal communications that engages the full function and aligns to the fundraising and marketing priorities.
- Manage fundraising and marketing wide projects of priority or strategic importance to ensure they remain on track and are delivered to a high standard.
- Work closely with the EA to the Fundraising and Marketing Director, Finance team, Chief Executive's Office to ensure close alignment with organisation wide planning.







All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?	
First rate planning and project management skills.	To prioritise and manage multiple fundraising projects and keep the strategic plan on track.	
Strong analytical skills and ability to create themes and priorities from complex, inter-dependent activities.	To be able to take complex information, plans and dependencies to help inform clear priorities and decision points.	
Excellent interpersonal skills and a great communicator, including simplifying complex messages.	To be able to understand different team priorities and clearly communicate our overarching plans and progress against them.	
Comfortable in working quickly with numbers and	This role will work in a fundraising environment and help	
developing compelling narratives.	set and manage KPI's.	
Experience	Why do we need this?	
Strong experience of effectively collaborating with multiple	To effectively collaborate with stakeholders at all levels	
stakeholders and working collaboratively at all levels of	of seniority to meet shared goals.	
seniority.		
Proven experience of producing and managing plans to a	This role will be responsible for managing our	
high standard.	fundraising strategic plan and implementing a planning framework.	
Working within a fundraising or sales driven environment.	The role will be working within the fundraising teams with colleagues across a range of disciplines.	
Working within a fundraising or sales driven environment. Working in a fast-paced environment, balancing multiple	S S	

WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
Ability to influence, support and constructively challenge at a senior level.	The role will be a close critical friend to members of the fundraising leadership team.

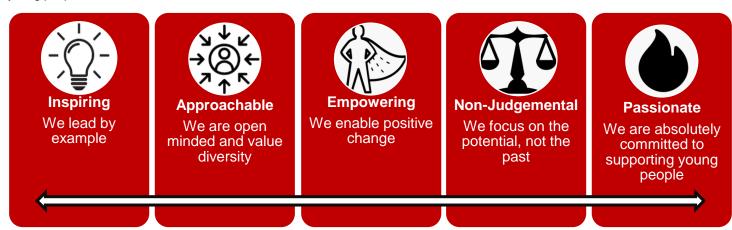
WHAT DO WE EXPECT FROM YOU?





OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, click here.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through	You champion change	You're approachable,	You role model	You translate The
passion for what we do	initiatives and help others	clear and assertive	effective and	Trust's long-term vision
You keep young people and	see the benefits and	You cascade important	mutually supportive	and strategy into
our end goal in mind	opportunities	and relevant information	teamwork with	actionable plans &
You build trust in others	You take an	to others clearly and	colleagues	targets
through reliability and	entrepreneurial approach	swiftly	You manage the	You take responsibility
holding self-accountable for	to improving how we do	You treat people as	expectations of	for making and
success	things	individuals, tailoring	others, gaining buy-	implementing logical,
Resilient in the face of	You seek opportunities to	communication and	in where required	data-based decisions
challenges, not taking	enhance own	influencing style	You share	You're flexible and
constructive criticism	development and build	accordingly	knowledge and	responsive as priorities
personally	expertise	You communicate difficult	information	and requirements
You're authentic and bring	You role model a positive	messages and challenge	You build and invest	change
unique talents to work,	and constructive	others' thinking	in relationships	You seek solutions and
encouraging others to do the	approach to giving &	effectively	across The Trust	solve problems,
same	receiving feedback	You listen to and	You use awareness	empowering others to
You role model integrity and	You support others in	empathises with others to	of how your own	do the same
act according to our Values	adapting to change	understand the root of	team fits within the	
	_	situations before	wider organisation	
		responding	to find solutions	

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.