



START SOMETHING

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Fundraising Planning Manager	PAY BAND:
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
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.	








WHERE YOU WILL FIT

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



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THE SKILLS YOU'LL BRING

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 developing compelling narratives.	This role will work in a fundraising environment and help set and manage KPI's.
Experience	Why do we need this?
Strong experience of effectively collaborating with multiple stakeholders and working collaboratively at all levels of seniority.	To effectively collaborate with stakeholders at all levels of seniority to meet shared goals.
Proven experience of producing and managing plans to a high standard.	This role will be responsible for managing our 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 in a fast-paced environment, balancing multiple deadlines, complex projects and competing priorities.	As the position will need to assess projects and plans in a dynamic environment to be able to prioritise, make decisions and escalate where appropriate.

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?



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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.

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

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.