

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Philanthropy Administrator	PAY BAND:
FUNCTION:	Fundraising & Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Philanthropy team is a crucial part of the Fundraising and Marketing Directorate and has long played a key role in income generation for The Trust, collectively responsible for raising up to £18m per year in support of our life-changing work for young people across the UK.	











WHERE YOU WILL FIT

Director of Fundraising & Marketing	Director of Philanthropy	Senior Head of Principal Giving	Philanthropy Campaign Manager	Philanthropy Administrator
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

As the administrative engine of the philanthropy team, you'll help make complex activity feel seamless. Your coordination and attention to detail support colleagues and campaigns that secure vital funding, helping ensure young people across the UK can access opportunities to build confidence, skills and brighter futures.

WHAT WILL YOU DO?

-  Provide high-quality administrative and operational support across the philanthropy team, centralising non-fundraising activity and enabling colleagues to focus on income generation.
-  Coordinate donor events and engagement activity, including CRM (customer relationship management) system updates, RSVPs, briefings, contributor coordination and follow-up.
 - Manage itineraries, room and travel bookings, expenses and logistics for national and international events.
 - Draft correspondence, briefings, presentations and other supporting documentation.
-  Support senior philanthropy activity, including scheduling, CRM updates, briefings and alignment of asks as required.
-  Provide administrative support to the Director of Philanthropy and senior leadership, including meeting preparation, finance administration, reporting, filing and induction support.
-  Work closely with the finance team to manage supplier payments, budgets and financial processes throughout the year.
-  Support effective team working through scheduling meetings and away days, preparing agendas and papers, and taking accurate minutes.
-  Maintain organised filing systems and accurate data across spreadsheets, reports and shared platforms.
-  Act as a central point of contact for the Philanthropy team, responding to requests and directing queries appropriately.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.
-  Carry out any other duties as required.

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?
Strong organisational skills with high attention to detail	You'll keep information, documents and logistics accurate, organised and easy for the team to rely on.
Confidence using Microsoft Office (Word, Outlook and Excel)	You'll prepare documents, manage shared spreadsheets and support coordination across the team.
A proactive and flexible approach, able to manage changing priorities	You'll adapt to changing needs and support the team effectively during busy or time-sensitive periods.
Experience	Why do we need this?
Experience providing administrative support within a busy team	You'll coordinate day-to-day administrative activity to keep philanthropy workstreams running smoothly.
Experience working with colleagues or stakeholders across different teams	You'll liaise with teams across the Trust to share information, align activity and respond to requests.
Experience supporting events, meetings or engagement activity	You'll assist with coordination, logistics and follow-up to help activity run smoothly.

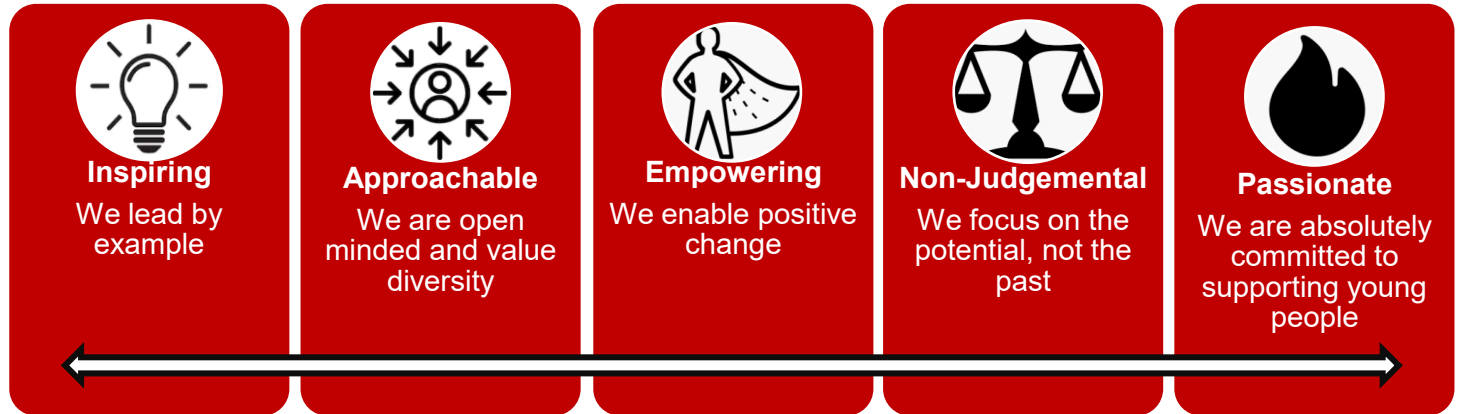
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Previous experience using CRM or database systems	You'll help keep donor, event and engagement records accurate and usable.
Experience supporting financial administration or tracking costs	You'll help monitor spend, process invoices and support accurate financial records.
Experience arranging complex or international travel	You'll support the coordination of travel bookings, itineraries and related administration.
Experience supporting senior stakeholders or leadership teams	You'll provide organised and reliable administrative support for senior colleagues and key meetings.
Experience improving or standardising templates or processes	You'll help the team work more consistently by improving templates and standardising processes across events and meetings.

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 King'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 KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT 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 at the support 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 their work</p> <p>You keep young people and our end goal in mind</p> <p>You're calm, confident and resilient under pressure</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You inspire others by embracing change and demonstrate flexibility in adapting to it</p> <p>You demonstrate creativity in order to improve how things are done in your own area of work</p> <p>You seek to learn and enhance your own development</p> <p>You give and receive feedback, building awareness of own strengths and development areas</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication accordingly</p> <p>You communicate messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You support and protect The Trust's reputation when communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others</p> <p>You share knowledge and information</p> <p>You build relationships with team members across The Trust and externally, where appropriate</p> <p>You seek to increase awareness of how The Trust works across functions</p>	<p>You plan and organise own time and resources to meet deadlines</p> <p>You adjust priorities as circumstances change</p> <p>You make effective, data-driven judgements and escalates decisions when needed</p> <p>You take the initiative to create and implement solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King'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 per 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.