

## YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Propositions and Proposals Manager	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Fundraising and Marketing	Support Delivering
<b>THE TEAM:</b>	The Supporter Performance and Operations Team support and drive the performance of our fundraising efforts. We partner with colleagues to improve the quality and efficiency of our supporter facing activities.	<b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team











## WHERE YOU WILL FIT

Director of Fundraising and Marketing	Deputy Director of Fundraising	Senior Head of Propositions and Stewardship	<b>Propositions and Proposals Manager</b>
		Senior Propositions and Proposals 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. You will partner with fundraising colleagues to develop high quality and impactful funding proposition, proposals, and materials.

## WHAT WILL YOU DO?

-  Provide compelling, high-quality bid and proposal management, writing and resources support across multiple fundraising income streams.
-  Develop and promote our core funding propositions across the Fundraising Department.
-  Work with fundraising colleagues to take funding asks through the funding approval process so that are in line with organisational strategy, activity plans and are financially viable.
-  Work closely with fundraisers to identify proposition and proposal requirements, including managing, and sharing information from across key departments such as finance, delivery, policy, and impact & evaluation.
-  Translate external and internal information into clear, concise, and impactful resources and narrative for our funder audiences.
-  Maintain, manage, and promote resources within the resource hub to deliver high levels of engagement across fundraising and continuous resource improvements.
-  Lead innovation across our funding asks, bids and proposals by identifying emerging themes, projects, and content to convert into compelling funding opportunities.
-  Utilise data and insight from a range of sources to evaluate performance, plan and improve our proposals and propositions.
-  Collaborate with the wider Supporter Performance and Operations Team to provide an efficient and joined up offer to fundraising colleagues.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.

## 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

<b>Skills &amp; Knowledge</b>	<b>Why do we need this?</b>
An understanding of the challenges faced by the young people we support and the external landscape of youth unemployment.	This will help you to demonstrate why young people need support through compelling narrative and fundraising resources such as funding propositions and proposals.
A good understanding of high value fundraising, evidenced track record of success in delivering projects / supporting teams to generate income growth.	You will be working with a wide range of fundraisers across multiple income streams. A background in fundraising and an understanding of fundraisers needs will allow you to hit the ground running.
Ability to build and maintain strong, collaborative relationships across fundraising and the wider organisation - including finance, impact, operations, to deliver results.	Building successful relationships across different teams will be key to success in this role.
Exceptional verbal and written communication skills and good attention to detail.	You will create a wide range of written resources and persuasive and accurate content which supports successful fundraising.
Ability to manage and deliver competing projects across multiple fundraising teams in a creative, proactive manner.	You will be managing multiple projects, often with competing deadlines.
Strong research and analytical skills with confidence using external data sets (e.g., ONS or Gov.uk).	You will need to demonstrate need and demand for our delivery.
<b>Experience</b>	<b>Why do we need this?</b>
Demonstrable fundraising / commercial experience.	A background in fundraising and an understanding of fundraisers needs will allow you to hit the ground running.
Extensive experience of developing, writing and successfully converting funding propositions and proposals (in a commercial and / or charitable setting).	To ensure we are submitting competitive proposal bid submissions that enable us secure income for our work.
Experience of using data accurately and with excellent attention to detail.	To use data and insight to be able to plan, understand performance and improve and proposals and proposition.
Experience of working with organisational wide senior level stakeholders.	You will be working with multiple stakeholder departments from across The Trust.

# 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.

 <p><b>Inspiring</b> We lead by example</p>	 <p><b>Approachable</b> We are open minded and value diversity</p>	 <p><b>Empowering</b> We enable positive change</p>	 <p><b>Non-Judgemental</b> We focus on the potential, not the past</p>	 <p><b>Passionate</b> We are absolutely committed to supporting young people</p>
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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 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 a 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 your own development and build expertise You role model a positive and constructive approach to giving &amp; 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 &amp; 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 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.