



BATTERSEA

HERE FOR EVERY DOG AND CAT

RECRUITMENT PACK



Philanthropy & Trusts Officer (BDCH6137) - Battersea London

Battersea is here for every dog and cat and has been since 1860. We are a leading animal welfare charity and over the last 160 years we've grown from one home in London to three rescuing and rehoming centres across the South East. With c600 employees and 1000 volunteers, we have cared for over three million vulnerable animals. We also campaign tirelessly to make things better for dogs and cats, sharing our expertise and educating the public and policymakers about responsible pet ownership. Join us and make a difference for every dog and cat.

Please read the information below thoroughly before starting your application.

Your Application

Your supporting statement is a very important part of your application. We cannot make any assumptions about your knowledge, skills and experience so the information that you provide in your supporting statement is vital for us to decide whether to shortlist you for an interview.

Please demonstrate how you meet the criteria and our values listed in the person specification, detailing your experience, skills, achievements and/or abilities that are relevant for the role that you are applying for. You should use specific examples. Please do not generalise e.g. "I usually...", or waste your word limit by telling us that you love dogs and cats. We are looking for evidence that you can thrive in the role advertised.

Your statement should not exceed 1,000 words. We recommend you draft and save your supporting statement outside of the application portal as your connection may time out and it is not possible to save this document online for future use.

Closing date: 4th July 2024

Interview date: 15th – 17th July 2024 (1st round); 22nd – 23rd July 2024 (2nd round, if applicable)

If you do not hear from us within 2 weeks of the closing date, please assume you were unsuccessful on this occasion. Please note that we reserve the right to close this post early, should we receive a high volume of applications.

We are committed to providing equality of opportunity and valuing diversity for all current and prospective employees, volunteers and Trustees. We aim to ensure that this commitment, reinforced by our values, is embedded in our day-to-day working practices and our work together. We would particularly welcome applications from black and minority ethnic and disabled candidates, who are currently under-represented at Battersea.

Working at Battersea

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK

Data Protection

The information you provide in your application will be used by Battersea Dogs and Cats Home (Battersea) to assess your suitability for the role you have applied for. We will not use your personal data for marketing or fundraising purposes (unless you have previously supported Battersea) and will not share your data with any third parties for their marketing purposes. We will also ask you for sensitive information (such as information relating to ethnicity or sexual orientation), but only to allow Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our Job Applicant Privacy Notice or contact our Data Protection office at DataProtection@battersea.org.uk

Job Description: Philanthropy & Trusts Officer

Department: Fundraising	Location: London
Hours: 35 hours per week. We're always happy to discuss flexible working, part time hours and job share arrangements	Duration: Permanent
Responsible To: Philanthropy Manager	Responsible For: N/A
Works With/Key Contacts: Head of PP&C, Senior Philanthropy & Trusts Manager, Philanthropy Manager, Trusts Manager, Regular Giving, Supporter Services and wider Income Generation Department	Salary: Salary: £32,000 Per Annum Grade D: Officers, Team Leaders & Advisors

Context and Background

Battersea is here for every dog and cat and has been since 1860. We are a leading animal welfare charity and over the last 164 years we've grown from one site in London to three rescuing and rehoming centres across the Southeast as well as a global education and outreach programme. With around 700 employees and 1,000 volunteers, we have cared for over three million vulnerable animals since we were founded. We also campaign tirelessly to make things better for dogs and cats; sharing our expertise and educating the public and policymakers about responsible pet ownership. Join us and make a difference for every dog and cat.

As part of a transformational growth strategy Battersea Cats and Dogs Home has invested heavily in a new fundraising team and activities, increasing income more than tenfold since 2010. Our fundraising programme has grown rapidly across all areas; most notably by developing a significant individual donor base, establishing a major giving programme, launching new commercial activities, and developing our events and community fundraising activity. Yet the opportunity to increase our impact for animals through growing a significant and sustainable income base remains considerable and our fundraising team are set to achieve ambitious year-on-year growth in order transform the lives of the animals in our care.

Our fundraising strategy sees a significant investment in high value giving. And with our new five-year organisational strategy having just been launched in Spring 2024, this is an exciting time to join Battersea.

The Philanthropy and Trusts team sits within the Philanthropy, Philanthropy & Commercial (PP&C) team, made up of Trusts, Philanthropy, Corporate Partnerships, Commercial, Licensing and Special Events. Our aim is to engage and cultivate new supporters who can make a significant difference to Battersea, while also managing relationships with existing partners, whether that is working closely with an individual to help them see how their money is being spent, reporting back to Trusts on the impact of their donation or delivering on agreed marketing plans with a Corporate Partner. This area of fundraising has significant opportunity for growth as Battersea enjoys great brand awareness and a strong affinity to so many people.

Main Purpose of the Role

The Philanthropy and Trusts officer, reporting into the Philanthropy Manager, will contribute ambitious yearly income targets across PP&C by managing a mid-level individual giving programme and a small trust mailing programme, managing financial data and reporting as well as supporting the Philanthropy and Trusts teams in their wider fundraising efforts.

Overall Objectives

- Contribute to the Philanthropy and Trust's Team's financial targets and growth strategy
- Manage a successful mid-value giving programme, managing relationships with supporters giving between £1,000-£10,000 annually
- Manage a successful small trust programme encompassing trusts able to show support of up to £10,000
- Support the Philanthropy and Trusts team with financial processes and detailed reporting
- Support the Special Events team in the delivery of events for donors and prospects for the Philanthropy, Partnerships and Commercial Department

Responsibilities/Objectives

Approx % of time

<u>Donor and Prospect Management</u> <ul style="list-style-type: none">• Lead a successful mid-value appeal for individual donors working closely with Public Fundraising, from the initial planning stages through to ongoing supporter stewardship• Lead and manage a mailing programme for trusts able to show support of up to £10,000, including annual asks, updates and regular touchpoints through the year• Manage regular and strategic communications and updates to Philanthropy and Trusts funders and prospects regarding current Battersea projects, events, and breaking news• Develop exceptional relationships with internal stakeholders including senior management, operational employees and volunteers to be able to engage them in the work of PP&C• Be open to innovation in the programme and seek out new approaches and techniques	50%
<u>Supporter and Financial Administration</u> <ul style="list-style-type: none">• Lead on the monthly financial reconciliation for the Philanthropy and Trusts teams, working closely with Finance team, Data Services and Supporter Services to ensure income and expenditure is coded accurately• Work with Data Services to ensure Philanthropy and Trusts data is clean and up to date. Champion data protection and appropriate privacy principles in relation to donors, and adhere to both Battersea's data protection policy and GDPR• Support with the integration of a new data management system, maintaining data integrity and accuracy and supporting with the implementation of new processes	40%
<u>Team strategy</u> <ul style="list-style-type: none">• Work closely with the Philanthropy Managers, Trusts Manager and Senior Philanthropy and Trusts Manager to feed into annual work plans• Work across the Income Generation Directorate to share suitable leads when appropriate	5%
<u>Special Events</u> <ul style="list-style-type: none">• Support the Special Events team in planning and delivery of cultivation and stewardship events for Philanthropy and Trusts• Attend Battersea events to develop new relationships and introductions to new groups of donors and markets	5%

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not an exhaustive list, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role and grade.

Person Specification

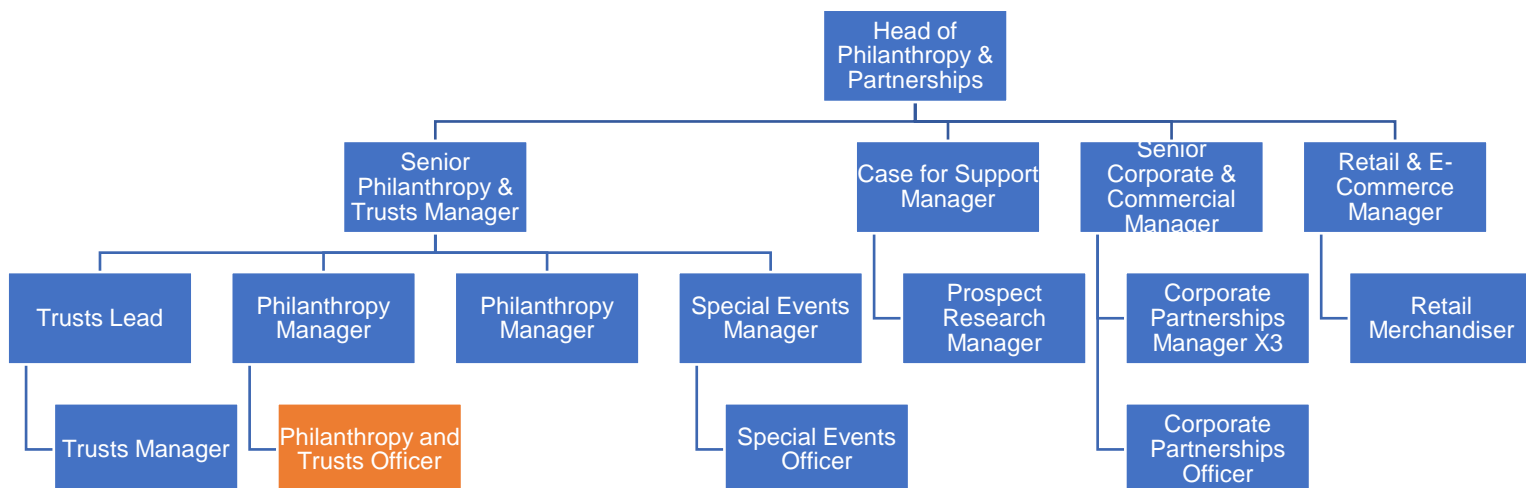
Essential

- Excellent inter-personal skills and track record of building, maintaining and managing successful relationships as well as the ability to ask, influence and build credibility with external contacts and colleagues
- Excellent written communication skills including persuasive writing
- Creative thinker with a solutions-led attitude with experience of suggesting and taking the initiative on new ways of working that have been successfully implemented
- A flexible approach to managing and prioritising a high workload and multiple tasks
- Proven experience of working constructively and collaboratively with colleagues from different teams
- Experience of keeping up to date with and applying good practice in your role
- IT literate with good experience of MS Office and other relevant IT systems (inc Databases) as appropriate for the role
- Understanding of, and a commitment to the vision, mission and values of Battersea Dogs and Cats Home and the ability to become familiar with new subject matter (of relevance to BDCH) quickly

Desirable

- Experience of using Raiser's Edge or Salesforce
- Ability to undertake basic data analysis
- Experience or understanding of working on a mid-value donor or trusts programmes
- Experience of working with Boards, Committees, Giving Clubs or Giving Circles
- Experience of networking and socialising with high wealth and/or highly generous individuals especially at fundraising and supporter events.

Position in the team



Employee Benefits

We offer our employees a wide range of benefits to reward them for the value that they bring to Battersea, to support them in their work, to help improve their health and wellbeing, and maintain a healthy work-life balance.

We intend to offer these benefits on an ongoing basis but may amend or withdraw them at any time.

Battersea has been verified as a truly flexible workplace by Flexa for 2024-2025. You can find out more about our flexible working benefits via our [Flexa Page](#).

Pension Scheme

Our group personal pension scheme is available to all employees. New employees will be auto enrolled into our pension scheme in their second month of employment, if they meet the eligibility criteria, at our standard rate of 2.67% employee contribution, 5.33% employer contribution. The following month, new starters can choose to increase their contribution rates and so benefit from a higher employer contribution of up to 10%. Because the GPP pension scheme is a salary sacrifice scheme, Battersea will also invest approximately 50% of the savings it makes on Employer National Insurance Contributions into your pension plan.

The contribution levels are as follows:

Employee contribution	Battersea contribution
2.67%	5.33%
3%	6.2%
5%	10.3%

Example of monthly pension contributions for salary of £20,000:

Employee contribution	Battersea contribution	pension
2.67% = £44.50	5.33% = £88.83	
3% = £50.00	6.2% = 103.33	
5% = £83.33	10.3% = £171.66	

Annual Leave

Employees are entitled to 28 days annual leave (pro-rata for part time employees and in the first year of employment), rising to 29 days after 5 years and 30 days after 10 years employment. This is in addition to eight days paid public holidays every year.

Health Cash Plan

Battersea offers a healthcare cash plan free of charge to all employees, using a provider called Simply Health. This cash plan enables employees to claim 100% of the costs of everyday healthcare, such as dental treatment, eye tests, glasses, contact lenses, physiotherapy, chiropody, osteopath, chiropractor, health screening and much more, up to annual limits.

Gym Membership

Employees who choose to join the Cash Health Plan can get discounts of up to 20% off a range of independent and chain gyms, including Fitness First, LA Fitness, Virgin Active and David Lloyd.

Season Ticket Loan

Interest free season ticket loans are available to all employees after two months of employment with Battersea.

Cycle to Work Scheme

We offer a Cycle to Work Scheme to encourage health and fitness. This enables you to save up to 40% of the cost of the purchase of a bike and safety equipment, up to a maximum value of £2,500 including VAT, by

having this cost recovered from salary over a 12-month period and so saving tax and National Insurance on this cost.

Paid Maternity Leave

All pregnant employees are entitled to up to 52 weeks' maternity leave regardless of length of service. Employees who have worked with Battersea for more than 12 months by the time their baby is born receive enhanced maternity pay of 12 weeks full pay, with the remainder of their maternity leave being paid under Statutory Maternity Pay arrangements.

Paid Paternity Leave

Fathers to be or employees who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay.

Employees who have worked for Battersea for more than 12 months by the time their baby is born receive enhanced paternity pay of two weeks full pay.

Employee Assistance Programme

We offer an Employee Assistance Programme to all employees free of charge. It offers completely confidential and impartial support, information, and counselling service to employees on legal, financial, debt management and emotional issues.

Life Insurance

All employees are covered by our life insurance scheme, which provides a nominated beneficiary/ies with a lump sum equivalent to four times the employee's salary in cases of death whilst in employment at Battersea.

Uniforms for all Operational Employees

Free uniform is provided for all operational and clinic employees.

Veterinary Treatment of Employees' Ex-Battersea Animals

We provide cost price veterinary treatment for employees with ex-Battersea dogs and cats.

Discounted Pet Insurance

We offer employees a 20% discount off the cost of Petplan insurance.

Discounts in our Shops

We offer our employees a 25% discount in our shops.

Professional Membership Fees

After two months service, employees in roles where ongoing membership of a recognised professional body, (where this membership is gained through a qualification), is an essential requirement in the person specification for their job can claim the cost of one membership fee per year up to a maximum of £400.

Sabbatical Leave

Employees who have worked with us for five years or more can request six months unpaid sabbatical leave for personal or professional development, such as learning new skills or travel.



Battersea Dogs & Cats Home is a charity registered in England and Wales (206394)
Registered Office: Battersea Dogs & Cats Home, 4 Battersea Park Road, London, SW8 4AA.