

RECRUITMENT PACK

TRUSTS LEAD

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Trusts Lead
BDCH6419



Department/Team

Income Generation



Location

Battersea London - Hybrid



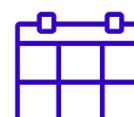
Salary & Grade

£ 52,839 per annum
Grade B2



Hours

35 hours per week, but we're
always happy to discuss flexible
working, part-time hours and job
share arrangements



Duration

Fixed-Term
(12 Months)

ABOUT THE ROLE

Working closely with the Trusts Managers, and the Senior Philanthropy & Trusts Manager, you will lead the teams to secure, and grow, vital funding from trust sources to support the welfare of dogs and cats across the UK and internationally. The role currently leads a team of 3.

The **Trusts Lead** will drive forward the Trusts strategy as well as oversee KPI development and measurement, and budgets for the team. The role is also responsible for account managing a handful of partners, as well as an organisationally significant seven-figure relationship with Postcode Lottery, requiring significant work with stakeholders across Battersea.

The post will work closely with colleagues across the organisation, but in particular with the Head of Philanthropy, Partnerships & Commercial, the Senior Corporate & Commercial Partnerships Manager, the Senior Fundraising Operations Manager, the Special Events & Stewardship Manager and Marketing & Communications teams to collaborate on joint projects and ensure contacts are shared to maximise all opportunities.

This is an exciting opportunity to further develop an already successful team and make a real difference to the cause of animal welfare.

RESPONSIBILITIES

	Estimated % time
Account Management & Prospecting • With the support of the Prospect Research team, ensure Trust prospects move through a robust qualified funding pipeline so the team can reach ambitious financial targets. • Identify and approach high value prospective Trusts and strategically engage them in Battersea's work. • Maintain a core funding pipeline by providing excellent stewardship to existing Trust and Foundation supporters, through strong account management. This includes working with current partners to cultivate towards their next ask and mitigating financial risk. • Manage a small pipeline of £100k - £1m+ Trusts supporters, creating bespoke cultivation and stewardship plans in order to meet and exceed income targets and minimise risk for Battersea. • Working with board-level and other internal and external senior stakeholders in developing and maintaining relationships and delivering the necessary stewardship and reporting needs. This includes exercising judgement on appropriate levels of senior stakeholder engagement in the cultivation and solicitation of donors. • For key partnerships, work with colleagues across Battersea to deliver on Marketing and Communications activity as part of an integrated marketing and stewardship plan. • Use meetings, tours and stewardship events to engage Trust prospects and donors with Battersea's work.	50%
Line Management Management responsibility for two Trusts Managers, as well support for the Trusts Manager in line-managing the Trusts Officer: • Coaching, mentoring, and supporting their professional development, to enable them to meet their targets. • Following Battersea policies and procedures, including recruitment, probation, and setting stretching objectives and KPIs in order to achieve individual and team goals. • Ensuring the team are accurately and consistently using CRM databases and other department-wide tools • Working closely with the other managers within the Philanthropy, Partnerships & Commercial team to optimise the use of diverse resources.	30%

Budgets & Reporting Works independently to develop and manage accurate risk-rated budgets, business plans and financial forecasts for the Trusts Team, reviewing and updating monthly. This includes: • Creating and evaluating KPIs and targets for Trusts team activity • Producing of monthly, quarterly and annual progress, risk management, and activity reports. • Accountability for creating accurate short, medium, and long-term forecasts for Trusts income.	15%
Strategic Development • Responsibility for the overarching Trusts strategy and annual business planning. • Working with the Senior Manager and team Head to input into Philanthropy, Partnerships & Commercial annual business planning and strategy.	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

- Track record of meeting and exceeding Trust and Foundation income targets.
- Demonstrable experience of personally successfully building relationships to secure 5- and -6 figure gifts including making face to face asks and securing repeat/increased support.
- Excellent written and oral communication and interpersonal skills, with experience of adapting communication styles to suit a wide range of audiences
- Strong ability to evaluate complex information and make decisions based on evidence and understanding of multiple situations, including external context and wider organisational priorities
- Proven experience of working collaboratively across different teams within an organisation.
- Experience of successfully motivating, leading and developing high performing teams, including setting clearly defined objectives and managing performance.
- Significant experience of creating and managing six figure budgets, targets and KPIs including reporting, reconciling and monitoring budgets and risks to income to a high level of accuracy.
- Experience of positively embracing and adapting to change by identifying, leading & managing change in line with organisational objectives.

DESIRABLE

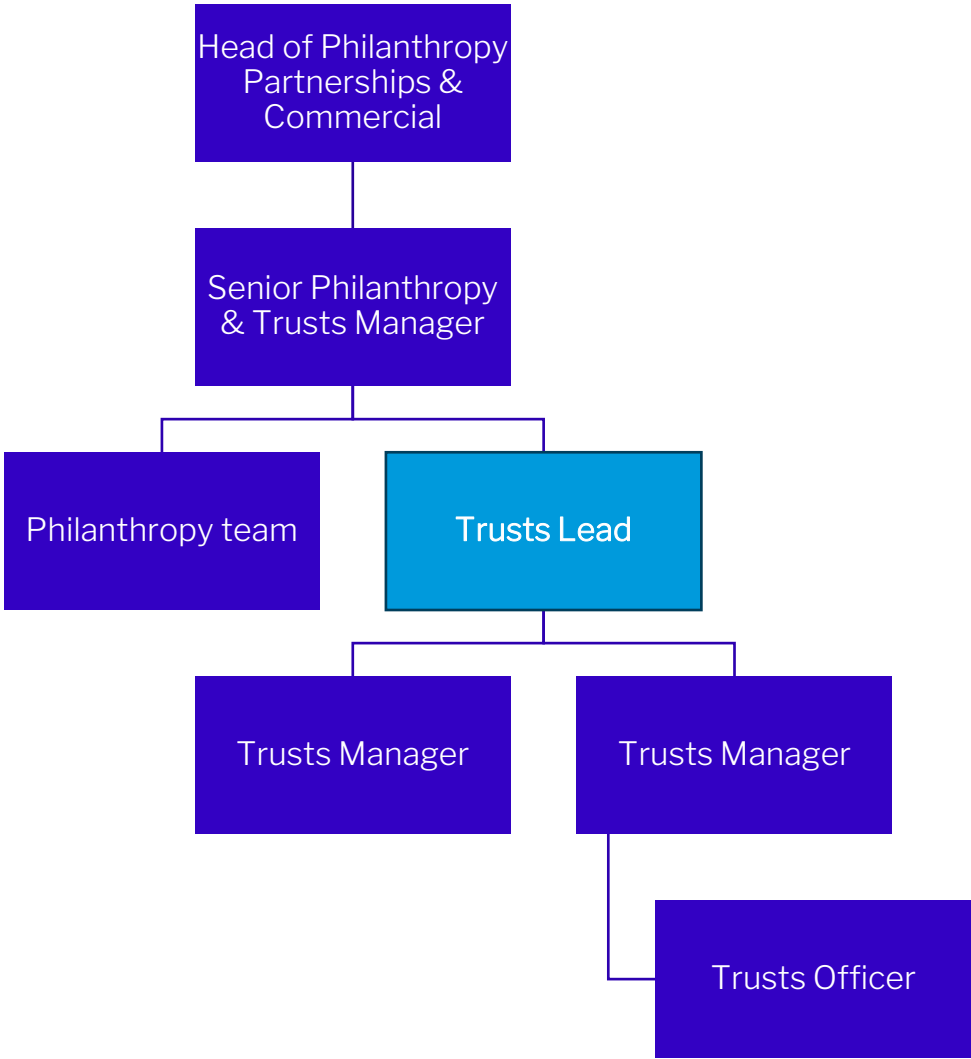
- Experience of developing or driving a capital fundraising appeal.
- Previous use of fundraising databases, ideally Raiser's Edge, Salesforce, Microsoft Office and/or other IT systems.
- Experience of keeping up to date with and applying Fundraising good practice in your role.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based employees splitting their time between site based and home working. We believe this enables our office-based employees to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing colleagues and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM



YOUR APPLICATION



KEY DATES



Closing Date

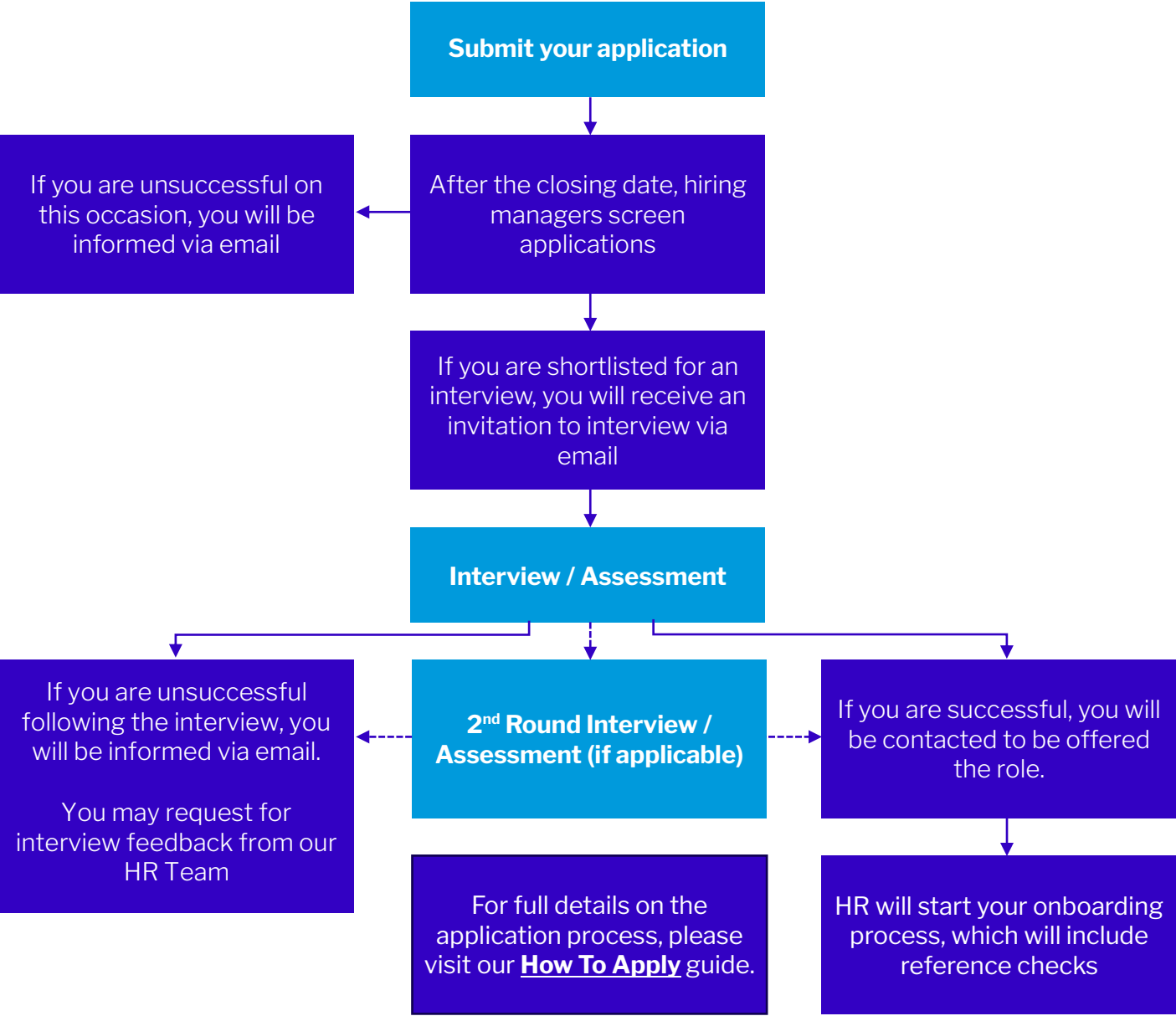
20th August 2026



Interview Date

First Round Interviews: week commencing 24th August 2026
Second Round Interviews: week commencing 31st August 2026

APPLICATION PROCESS





COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

Our application forms will ask you for:

- Employment History
- Educational History (which is non-mandatory)
- A supporting statement of no more than 1000 words and/or
- Responses to short-answer questions

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the 'Life at Battersea' document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role(s) you apply for.



ACCEPTABLE USE OF AI

At Battersea, we value expertise. We recognise each candidate that applies to us will have a range of expertise they can offer us, so we want to hear about this in your own words. We understand the support that generative artificial intelligence (AI) software can offer but it can also lead to numerous applications presenting as generic and impersonal. This makes it difficult to gain understanding of your unique experience.

To best showcase yourself, we encourage you to write your responses without the assistance of AI. If you require the use of AI software to aid in completing your application, we ask you use the generative responses as a prompt for writing your answers and avoid copying and pasting. You must also ensure the information presented in your application accurately reflects your experience.

If you are successful to the interview stage of the recruitment process, we ask that you follow the below guidelines on the use of AI at interview stages:

Acceptable use:

- Researching sector trends, company information, or general interview tips
- Practicing interview questions with AI tools to improve communication skills
- Using AI to support with structuring your responses

Please do not:

- Submit AI-generated responses as your own during the interview
- Use AI to impersonate or misrepresent your experience or skills
- Use AI tools during real-time interviews



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all employees, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to [Prove Your Right to Work](#)
- Candidate to be at least 18 years old of age at the start of the employment

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by 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



BATTERSEA

HERE FOR EVERY DOG AND CAT

BATTERSEA DOGS & CATS HOME

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Battersea is a charity registered in England and
Wales (206394)

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President HRH Prince Michael of Kent GCVO

