

# RECRUITMENT PACK

TRUSTS MANAGER

# CONTENTS

<b>Job description .....</b>	<b>3</b>
Key information.....	4
About the role .....	4
Responsibilities.....	5
Person specification.....	6
Hybrid Working Policy .....	7
Position in the team .....	8
<b>Your application.....</b>	<b>9</b>
Key dates.....	10
Application process .....	10
Completing your application .....	11
Acceptable use of AI .....	12
Diversity and inclusion .....	13
Requirements for working at Battersea.....	14
Data protection .....	14

# JOB DESCRIPTION



# KEY INFORMATION



## Job Title and Code

Trusts Manager  
(BDCH6363)



## Department/Team

Philanthropy, Partnerships and  
Commercial



## Location

Battersea London (Hybrid 50%)



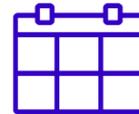
## Salary & Grade

£47,008 per annum,  
Grade C1



## Hours

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



## Duration

Permanent

# ABOUT THE ROLE

Battersea has entered an exciting phase of innovation and transformation as we embark on the second year of our new five-year strategy. With increased investment in income generation starting, we are expanding our team to drive the growth necessary to achieve our organisational goals.

Trust fundraising at Battersea has grown significantly over the past few years, from £1m in 2022 to £2.6m in 2025. Working closely with another Trusts Manager, the Trusts Officer and Trusts Lead, you will secure vital funding from Trusts and Foundations to support the welfare of dogs and cats across the UK and internationally.

As the **Trusts Manager**, you will manage your own portfolio of five-figure Trust donors and take ownership of relationships to secure funding from both existing and new supporters. You will also support the Trusts Officer to deliver bi-annual Small Trusts Mailings and the Trusts Lead to deliver significant partnerships.

You will be proactive and motivated, with a passion for animal welfare and an aptitude for building relationships. You are a strong communicator with excellent writing skills which will enable you - with support from the team - to craft compelling funding proposals that resonate with donors.

# RESPONSIBILITIES

	Estimated % time
<p>Maintain and develop relationships with Trusts and Foundations through excellent stewardship, by email, phone, meetings, tours and events.</p> <ul style="list-style-type: none"><li>• Manage communication with donors and prospects regarding Battersea's current projects, priorities, events, breaking news and achievements.</li><li>• Develop and manage a pipeline of five-figure (£10k-100k) Trust donors and prospects.</li><li>• Manage internal stakeholder relationships (CEO, Directors and Heads) to cultivate and steward donors and prospects.</li><li>• Maintain excellent knowledge of donor and prospect funding priorities.</li></ul>	<b>50%</b>
<p>Work with the Fundraising Operations team and others to prepare and submit accurate and compelling funding applications and reports to existing and prospective donors.</p> <ul style="list-style-type: none"><li>• Work collaboratively with the Case for Support Officer and Prospect Research Manager to research, draft and submit funding applications and reports.</li><li>• Support the Trusts Officer, through mentoring and reviewing their work, to deliver bi-annual Small Trust Mailings and bespoke applications.</li><li>• Support the Trusts Lead, through data collection and reviewing their work, to deliver sector-leading partnerships to six- and seven-figure partners.</li></ul>	<b>30%</b>
<p>Work across the organisation to ensure key finance, planning and communication processes and data are being maintained and updated.</p> <ul style="list-style-type: none"><li>• Engage with quarterly pipeline reviews with the Prospect Research Manager and Trusts Leads to review current relationships and evaluate new prospect opportunities.</li><li>• Overseen by the Trusts Lead, deliver accurate short and medium-term income forecasts, which feed into Trusts' team budgets and forecasts.</li><li>• Contribute to budgeting and forecasting for the Trusts Team, by producing accurate monthly and quarterly updates on progress and identified risks in their own pipeline.</li><li>• Monitor progress against agreed KPIs.</li></ul>	<b>10%</b>
<p>Use Raisers Edge, SharePoint and other systems to maintain accurate records of income, communications and applications.</p>	<b>10%</b>

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

- Demonstrable experience of personally building relationships, which secured five-figure gifts, from Trusts and Foundations.
- Experience of making face-to-face asks and securing repeat support.
- Excellent written communication skills, with the ability to research and write compelling applications and reports.
- Proven experience of communicating clearly – written, face to face and over the phone - with the ability to adapt your communication style for different audiences.
- Excellent attention to detail and accuracy.
- Excellent interpersonal and consultative skills to manage long-term internal and external stakeholder relationships, including the ability to communicate, present, negotiate, influence and build credibility.
- Ability to manage multiple priorities to ensure internal and external deadlines are met.
- Proven ability to engage and influence senior stakeholders internally and externally.
- Ability and motivation to deliver high-quality work with minimal supervision.

## DESIRABLE

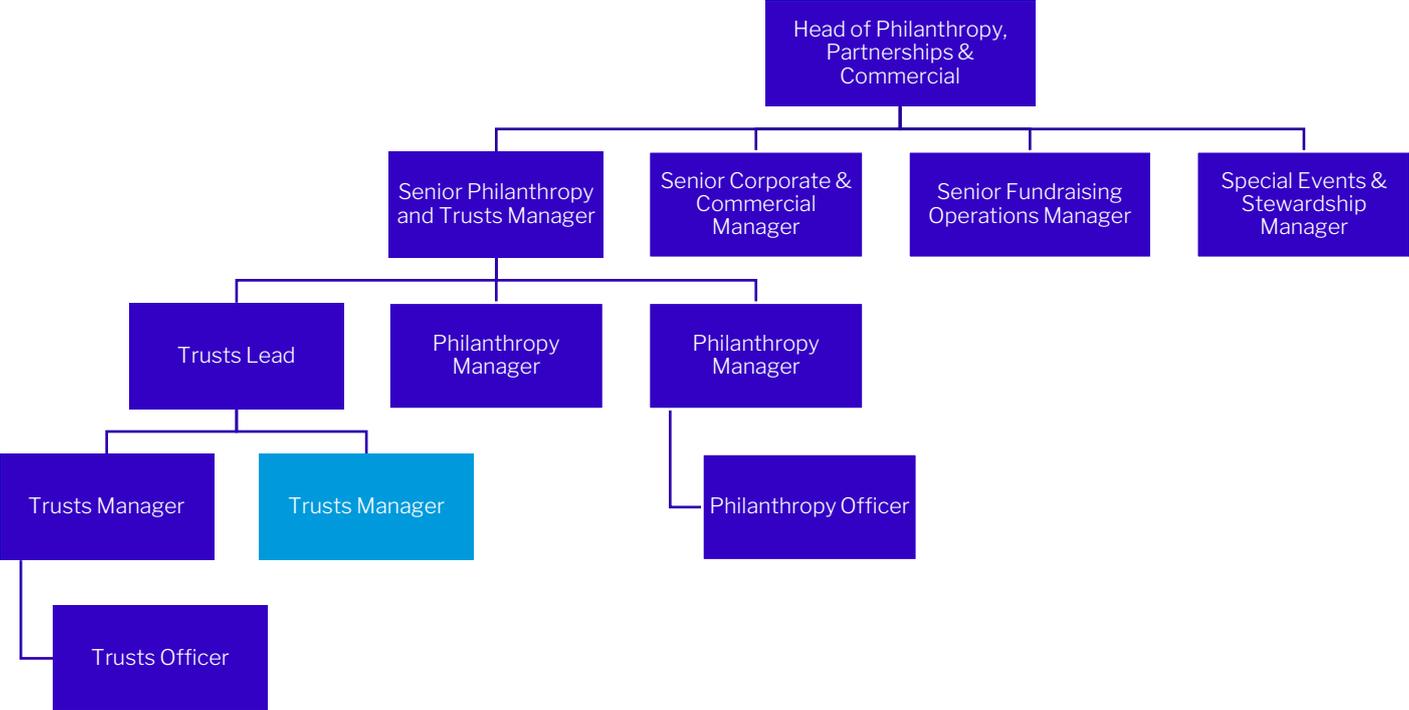
- Previous experience building, monitoring and managing income forecasts.
- Previous use of fundraising databases, ideally Raiser's Edge, Salesforce, Microsoft Office and/or other IT systems.
- Experience of keeping up to date with and applying Fundraising good practice in your role.



## 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

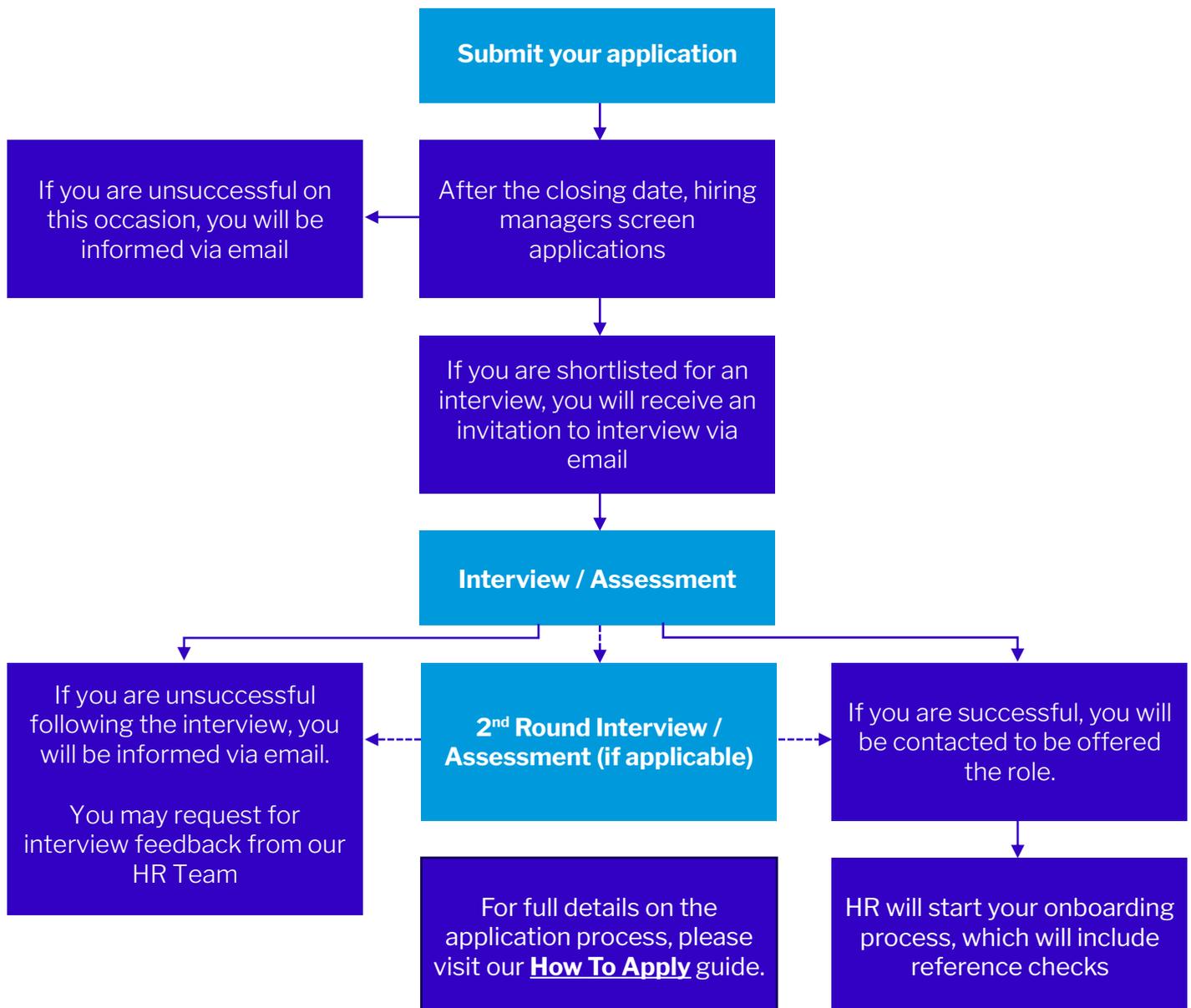
27<sup>th</sup> March 2026



## Interview Date

First Round - w/c 13<sup>th</sup> April 2026  
Second Round - w/c 20<sup>th</sup> April 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](mailto: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](mailto:DataProtection@battersea.org.uk)



# BATTERSEA

HERE FOR EVERY DOG AND CAT

---

**BATTERSEA DOGS & CATS HOME**

4 BATTERSEA PARK ROAD  
LONDON SW8 4AA

---

+44 (0) 20 3887 8341  
JOBS@BATTERSEA.ORG.UK

---

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

---

Patron HRH The Duchess of Cornwall GCV  
President HRH Prince Michael of Kent GCV

