

RECRUITMENT PACK

TRUSTS OFFICER

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JOB DESCRIPTION



KEY INFORMATION



Job Title and Code

Trusts Officer (BDCH6220)



Department/Team

Office



Location

London - Hybrid



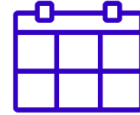
Salary & Grade

£31,050 per annum



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 is entering an exciting phase of innovation and transformation as we embark on the first year of our new five-year strategy. With increased investment in income generation starting in 2025, 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 £2.3m in 2024. Working closely with the Trusts Manager 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 Officer, you will manage your own portfolio of Small Trust donors and take ownership of bi-annual mailings to secure funding from both existing and new supporters. You will also support the team with excellent financial data management to ensure timely and accurate reconciliation and gift acknowledgment.

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>Work with the team to prepare and submit accurate and compelling funding applications to existing and prospective donors.</p> <ul style="list-style-type: none">• With support from the Case for Support Officer and Prospect Research Manager, research, draft and submit funding applications and reports to existing and potential Trust donors.	30%
<p>Maintain and grow relationships with existing donors through excellent stewardship, by email, phone, meetings, tours and events.</p> <ul style="list-style-type: none">• Manage communication with Trust donors and prospects regarding Battersea's current projects, priorities, events, breaking news and achievements.	20%
<p>Research, draft and deliver bi-annual newsletters to existing and prospective donors.</p> <ul style="list-style-type: none">• Lead and manage a bi-annual small trusts mailing programme for Trusts who are able to support up to £10,000 per year.	20%
<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">• Lead on monthly financial reconciliation for the Trusts team, working closely with Finance, Data Services and Supporter Services to ensure income and expenditure is coded accurately.	20%
<p>Use Raisers Edge, SharePoint and other systems to maintain accurate records of income, communications and applications.</p>	10%

PERSON SPECIFICATION

ESSENTIAL

- Excellent written and verbal 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, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
- Ability to manage multiple priorities to ensure internal and external deadlines are met.
- Ability to engage and influence senior stakeholders internally and externally.
- Ability and motivation to deliver high-quality work with minimal supervision.

DESIRABLE

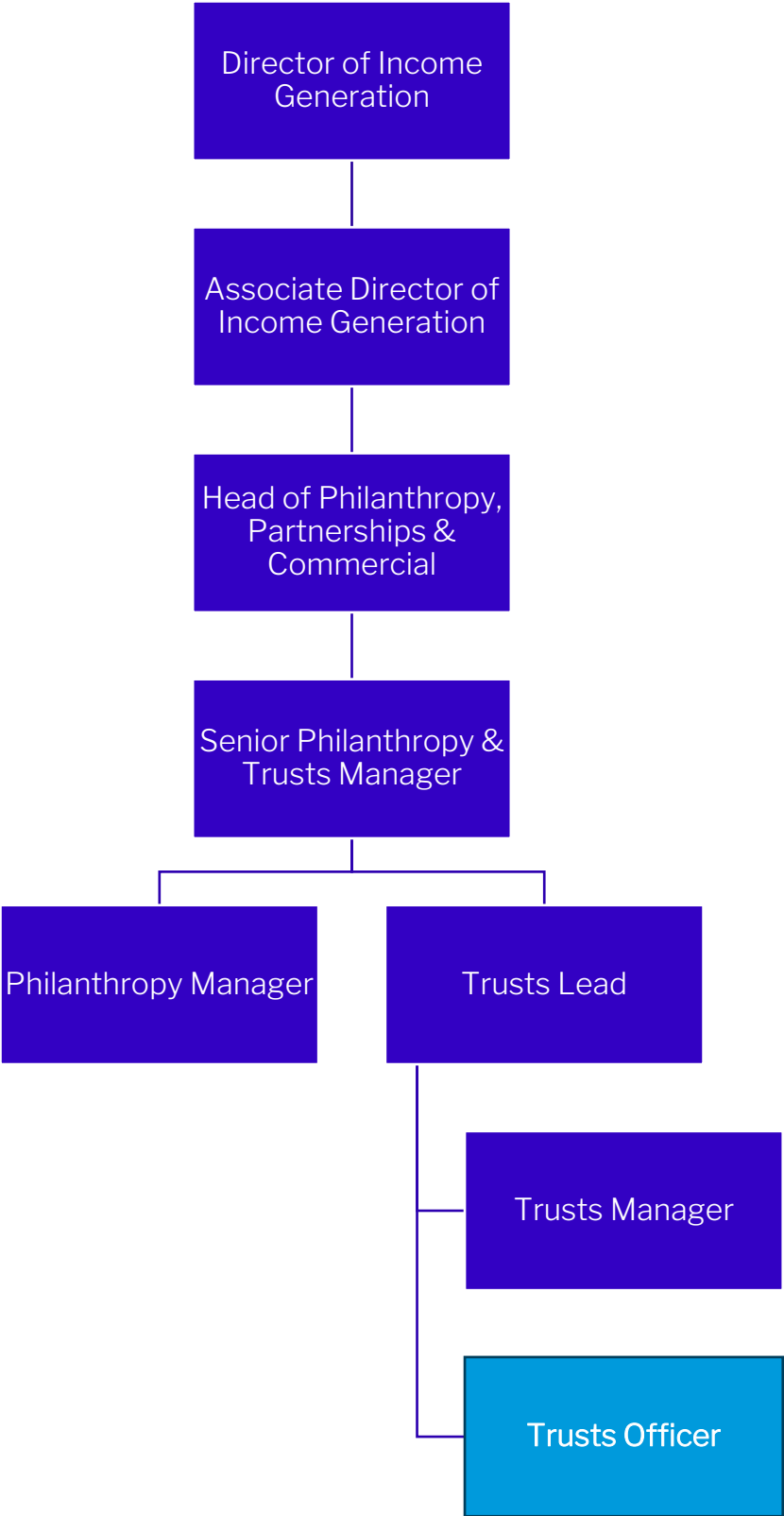
- Proven experience of securing income from Trusts, Foundations or Statutory sources.
- Previous use of fundraising databases, ideally Raiser's Edge, Microsoft Office and other IT systems.



HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff 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

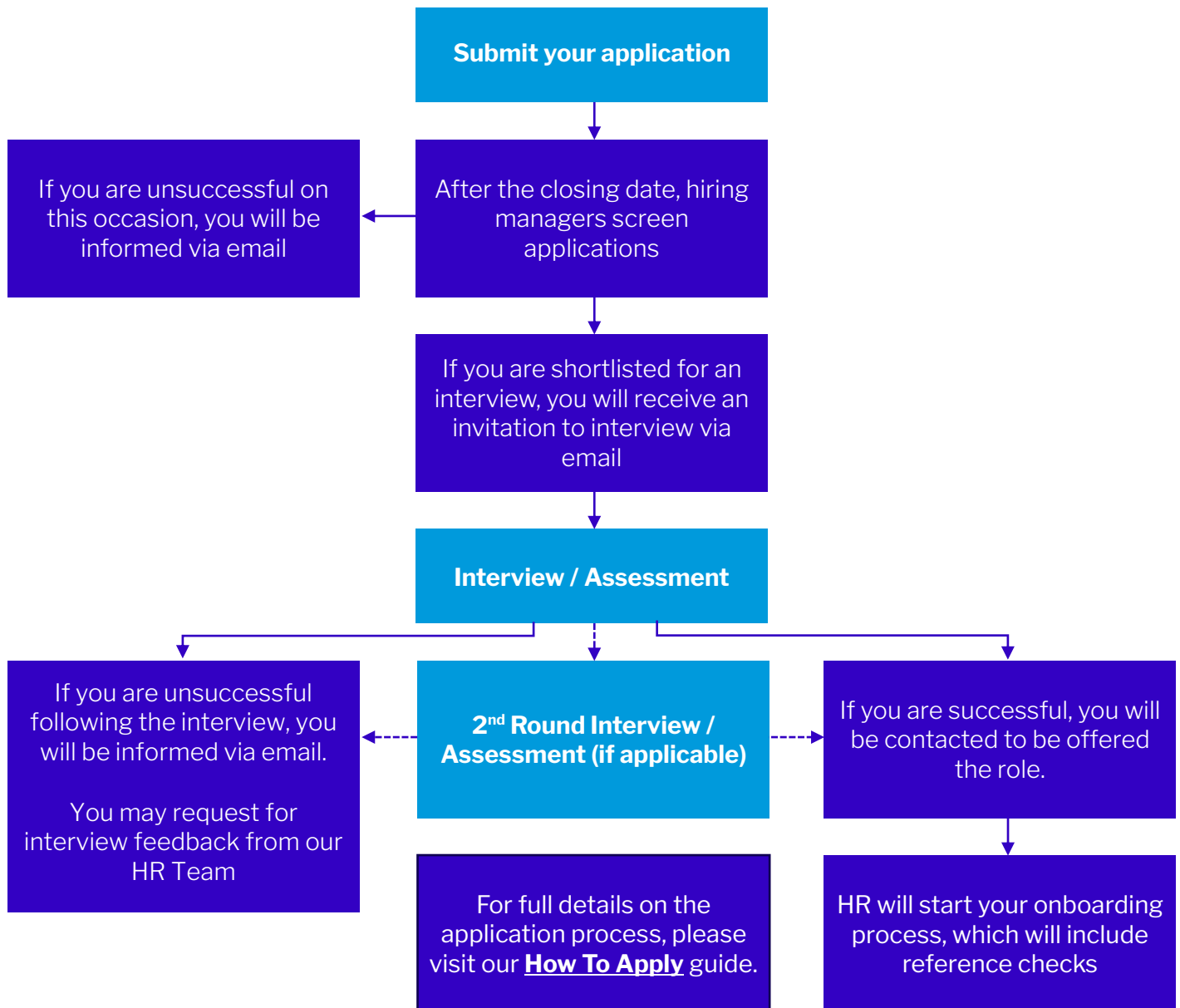
9th February 2025



Interview Date

w/c 17th February 2025

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)
- Either a supporting statement of no more than 1000 words; 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.



DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, 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](#)

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

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 GCVO
President HRH Prince Michael of Kent GCVO

