



# HEAD OF CORPORATE & MAJOR PARTNERSHIPS

APPLICANT INFORMATION PACK





## WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018, The Trussell Trust's Foodbank Network distributed 1,332,952 three day emergency food supplies to people in crisis, a 13% increase on the previous year. 484,026 of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

A handwritten signature in black ink, appearing to read 'Emma Revie'.

**Emma Revie**  
Chief Executive



## INTRODUCTION TO THE TRUSSELL TRUST

Thirteen million people live below the poverty line in the UK, with individuals going hungry every day for a range of reasons, from benefit delays to receiving an unexpected bill on a low income.

The Trussell Trust's mission is to bring communities together to end hunger and poverty in the UK by providing compassionate, practical help whilst challenging injustice.

The Trussell Trust supports a network of over 400 foodbanks run by local community groups and charities across the UK, giving emergency food and support to people in crisis across the UK, where thirteen million people live below the poverty line. In the last year we gave 1,332,952 three day emergency food supplies to people in crisis.

We've been supporting our Foodbank Network to develop into community hubs, providing people in need with emergency food and a range of support in one location and helping to break the cycle of poverty.

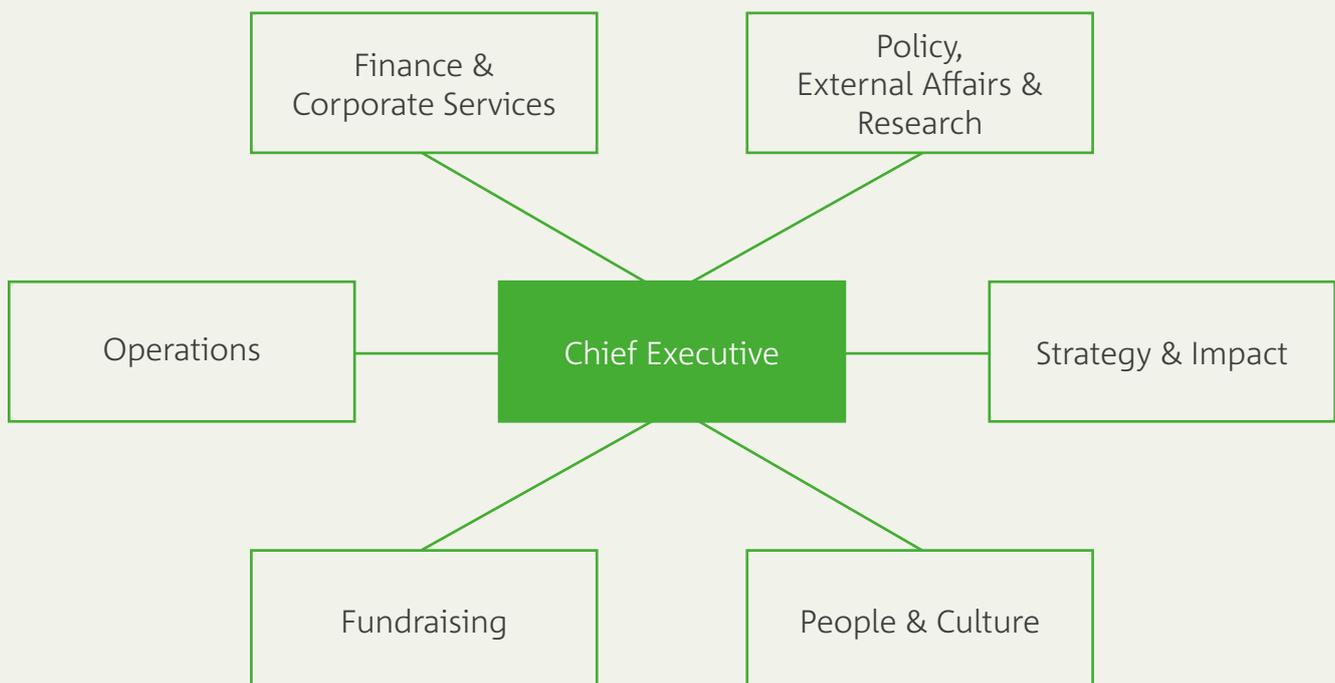




## HOW WE WORK

Our head office is based in Salisbury, Wiltshire, with satellite offices in London and Coventry and team members based across the UK.

Our support for over 420 foodbanks across our network is delivered through six directorates reporting into our Chief Executive;





## VISION, MISSION AND VALUES

### OUR VISION:

To end hunger and poverty in the UK.

### OUR MISSION:

Bringing communities together to end hunger and poverty in the UK by providing compassionate, practical help with dignity whilst challenging injustice.

### OUR VALUES:

The Trussell Trust is committed to **community** built on **diversity, tolerance, cooperation,** and **mutual respect**; we want to contribute to society and demonstrate social responsibility. Our values are important to us, and we aim to live them out in all areas of our work.

We are **passionate** about what we do and the difference it makes in the lives of others

We are **compassionate**; we give selflessly and put others before ourselves

We hold ourselves **accountable**: we acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.

We are **innovative**, with the ambition to pursue new and creative ideas that have the potential to change lives for the better.

We **empower** and **encourage** staff, volunteers and clients to take the initiative and achieve their best, in a safe environment where mistakes are viewed as learning opportunities.



## THE ROLE

**Directorate:** Fundraising

**Responsible to:** Director of Fundraising

**Responsible for:** 3 x Corporate Partnerships Manager, 1 x Trust Fundraising Manager

**Hours:** Full-time (37.5 hours per week)

**Based:** Salisbury

## ROLE OUTLINE

This is a key position within a dynamic fundraising directorate that is driving unprecedented organisational growth and continuous improvement. The role leads a high performing team, developing and implementing strategies to maximise income generation supporting The Trussell Trust to stop UK hunger. Responsible for strategic development of long-term plans to promote sustainability, through pro-actively managing and diversifying income streams.

## RESPONSIBILITIES

- Work collaboratively with the Director of Fundraising and Head of Public Fundraising to contribute to the development of The Trussell Trust's overarching Fundraising Strategy
- Deliver the Corporate & Trust strategy, meeting agreed income targets based on long term financial forecasts
- Develop and oversee the funding plan for restricted / grant funding as required
- Work with the Director of Fundraising to develop compelling cases to maximise donor support and engagement
- Develop, nurture and manage relationships with existing and new donors in order to maximise fundraising potential and supporter retention
- Lead the development of fruitful relationships with Corporate and Trust funders, using innovative donor recognition tactics
- Use market knowledge and insight to lead your team in building a prospect pipeline
- Increase the levels of unrestricted and sustainable income from Corporate and Trust sources
- Provide oversight, development and management to The Trussell Trust's corporate and trust & grant fundraising functions
- Ensure compliance with the Institute of Fundraising Codes of Practice and Charity Commission regulatory requirements
- Provide leadership, direction and support across the Corporate Partnerships and Trust & Grant Fundraising team, fostering a high performing culture and encouraging an environment of proactive personal development
- Develop a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team
- Promote collaborative working across the team and with other teams across The Trussell Trust

Any other reasonable duties as specified by the line manager to support the work of the Trust.



## THE PERSON

Requirement	Measures of success (Key Performance Indicators)
<p>Strategic fundraising experience, with the ability to think ahead, set clear direction and formulate realistic strategic fundraising objectives</p> <p>Extensive experience of managing income generation through Corporate Partnerships and Trust &amp; Grant funders</p> <p>Fundraising qualified</p>	<p>Length of service in similar role and/or at senior fundraising level (min 5 yrs)</p> <p>Evidence of targets met</p> <p>Demonstrates emotional intelligence required in the role</p> <p>Certificate in Fundraising or similar</p>
<p>Experience in developing and monitoring the implementation of income growth strategies, budgets and operational plans</p>	<p>With particular focus on corporate partnerships and trust &amp; grant funding, able to show evidence of developing income growth sustainably for long term value</p> <p>Ability to demonstrate how unrestricted income generation has been increased in both areas of fundraising (including core cost recovery in Trust &amp; Grant funding)</p>
<p>Able to manage complex professional relationships</p>	<p>Demonstrates aptitude and experience in cultivating and maintaining professional relationships with funders and colleagues</p>
<p>Ability to interpret data to inform decision making</p>	<p>Evidence of use of data to inform strategic planning at project and budget-wide level</p>
<p>Experience of developing a funding plan</p>	<p>Evidence of developing strategic funding plan for restricted giving (especially Trust &amp; Grants)</p>
<p>Ability to lead development and delivery of funder communications plans (especially Corporate)</p>	<p>Evidence of developing and delivering effective communications/marketing plans to support corporate/trust partnerships</p>
<p>Embraces and embodies innovation, stays on top of trends in the sector</p>	<p>Shows a good understanding and enthusiasm for emerging trends and shows experience of past projects where emerging trends have been harnessed for results</p>
<p>An effective communicator, verbally and in writing. Diplomatic and with the interpersonal skills needed in the role</p>	<p>Good interpersonal skills, communicative and approachable, written communication is succinct and convincing</p>



## THE PERSON

Requirement	Measures of success (Key Performance Indicators)
A strong sense of responsibility; meticulous in timely compliance with regulations and requirements	Demonstrate a good understanding of the principles underlying the fundraising code of practice, Charity Commission regulations, GDPR, other applicable legislation and best practice; able to identify situations where any risk of non-compliance/adherence may arise
Numerate, comfortable with data and the ability to handle significant budgets	Successfully interpret project budgets and present information in accurate and accessible ways
Knowledge and skills required for research into prospects, donors and their networks	Evidence of knowledge of, and ability to use, a range of research tools, methods, networks and other resources
Good working knowledge of a CRM system	Experience of using Salesforce or similar CRM system for fundraising
An experienced and confident line manager committed to staff development	Experience in previous roles, expresses confidently ability and skills required to manage multi-disciplinary team
Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives. Excellent decision-making ability	Has a clear idea of priorities and manages own and team's time appropriately Delivers key outputs and responds to requests in a timely fashion
Is able to work through challenges in positive and effective ways Clear understanding of the need to maintain confidentiality Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos	Demonstrates resilience, resourcefulness, flexibility and perseverance Demonstrates personal integrity and commitment to the values of the Trust Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds Able to represent the Trust and its values effectively
Commitment to occasional need to work outside of normal working hours and travel throughout the UK	Willing to be available for work related travel



# BENEFITS OF WORKING WITH US

£40,000 - £45,000 P.A. PLUS BENEFITS

People are the most important thing The Trussell Trust has – without our people we could not achieve any of our goals.

Our people are passionate about our cause and the difference it makes in the lives of others. The benefits package we offer employees to support them in delivering their crucial role includes the following:

## **Personal development programme**

Continuous Personal Development is actively encouraged and training opportunities explored

## **Pension**

Matched contributions up to 8%

## **Health scheme**

Allows employees to claim money off healthcare bills

## **Cycle to Work Scheme**

Save up to 42% on the cost of bikes and equipment

## **Enhanced sick pay**

Four weeks of contractual hours on full pay and four weeks of contractual hours on half pay after completion of probationary period, remainder at statutory rate

## **Enhanced contractual leave**

Five additional days above statutory entitlement (33 days in total including bank holidays) [pro rata for part-time hours]

## **Potential to buy/sell contractual leave**

Up to five days (pro rata)

## **Enhanced maternity/paternity/ adoption/shared parental leave pay**

To support sustainable living while having a family we offer enhanced pay while on leave. Please do contact us if you would like further information.

## **Flexible working**

Core hours 10am – 4pm where role allows & in agreement with line manager

## **Group life [death in service] scheme**

Three times annual salary to nominated beneficiaries

## **Plus**

Three paid days of compassionate leave.



## HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to [www.trusselltrust.org/jobs](http://www.trusselltrust.org/jobs) and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email [people@trusselltrust.org](mailto:people@trusselltrust.org).

[www.trusselltrust.org/jobs](http://www.trusselltrust.org/jobs)

The Trussell Trust is Reg. Charity in England & Wales (1110522) and Scotland (SC044246). Reg. Ltd. Co. in England & Wales (5434524)