



JOB DESCRIPTION

JOB DETAILS

Post Title:	Trusts & Research Manager	Job Ref:	ORNC – DM130918
Area:	Development Team	Location:	Greenwich, London, SE10
Salary:	£33,000 – £35,000 pa (depending on experience)	Status:	Full time – Permanent
Hours:	Normal office hours, between 9am to 5pm, Monday to Friday, 35 hours per week minimum	Annual Leave:	25 days, pro-rata, exclusive of Bank Holidays
Reports to:	Head of Development		
Staff Management:	Development Officer (Part-time)		
DBS Check Required:	No		
Relationships:	<ul style="list-style-type: none"> • Interim Development Director • Senior Management Team • Development Officer • Development Coordinator • Database and Gifts Officer 		
Role Purpose:	<p>The Greenwich Foundation for the Old Royal Naval College is looking for a new Trusts & Research Manager to join the Development team as we embark on a new fundraising strategy to increase revenue income. The post holder's key responsibilities will be to secure income from Trusts, Foundations and statutory sources and to support the Development team and wider organisation by identifying and researching prospects. The post holder will also have the opportunity to broaden their fundraising experience by supporting the implementation of new fundraising programmes including individual and corporate membership schemes and legacy giving. It will report directly into the Head of Development and will work closely with colleagues across the entire organisation at all levels.</p> <p>The Trusts & Research Manager will play a crucial role within this new structure. They will set the strategy for charitable trusts fundraising, write funding applications and manage an existing portfolio of trust</p>		

Amendment requires CEO/Director authorisation and Head of HR's final approval
Last Updated: 14/11/18

	<p>donors. They will also provide research profiles on individual prospects, and work with the Head of Development, CEO and Trustees to identify new prospects for individual, trust and corporate business support.</p> <p>The successful candidate will be focused, dynamic, ambitious, proactive and supportive; enjoy being an active participant in the small but busy Development Team and inspired to help shape, develop and deliver the Foundation’s strategic objectives, through a period of exciting transformation.</p> <p>The Old Royal Naval College is one of London’s most popular visitor attractions, at the heart of the Maritime Greenwich World Heritage Site, welcoming 1.2m visitors annually. This is a truly exciting time to join the Foundation. We are embarking on our most ambitious transformation yet to become an extraordinary cultural destination. This includes developing a new visitor offer, new interpretation and learning programmes and – following the success of our Painted Hall conservation project – new conservation projects to repair our ancient buildings, bringing them to life for future generations.</p> <p>We are doing this by living our values of Bold Embracing Imaginative Resourceful.</p> <p>With a new Chief Executive and a highly engaged Board, we are looking to attract a number of passionate and talented people capable of driving our organisation forward. We are looking for people who want to deepen and strengthen their own skills and contribute to the establishment of a successful new operation.</p>
--	---

RESPONSIBILITIES

A. ROLE SPECIFIC

1. Trusts & Foundations

- 1.1 Develop and implement a Trust and Foundation fundraising and stewardship strategy and action plan, working closely with the Head of Development to align this strategy with the wider fundraising strategy.
- 1.2 Work closely with colleagues across the organisation to identify opportunities for Trust support and to develop these into viable fundraising projects and budgets.
- 1.3 Write tailored applications, addressing grant-making priorities in line with the agreed timetable and targets.
- 1.4 Monitor reporting deadlines and compile grant reports and return promptly in accordance with the grant terms and conditions.

1.5 Co-ordinate the submission of other donor reports where appropriate.

1.6 Identify and secure funding from overseas foundations, in the US and elsewhere.

2. Research

2.1 Implement and deliver a fundraising research programme to inform and support the organisation's trust, individual and corporate fundraising strategy.

2.2 Manage the Development department's fundraising research resources and budget, identifying and procuring relevant resources needed to support prospect research including maximising use of online research tools.

2.3 Identify links between Trustees, Executive and other organisation staff and contacts and donor prospects, and collaborate support the development of individual prospect strategies.

2.4 Create detailed, well presented individual and company profiles; contribute to guest lists, briefing notes and prospect meetings; introduce templates and professional information management systems to support the communication of research, internally and externally.

2.5 Keep up to date, and operate within, fundraising policy and good practice, including the ICO, Charities Commission and the Fundraising Regulator; ensure all regulatory and statutory policy is communicated to, and understood by, colleagues throughout the Foundation.

3. Donor Stewardship

3.1 Manage a personal portfolio of Trust donors, building relationships with key contacts. This includes compiling evaluation reports and regular updates, day to day communication, and ensuring Trust contacts are cultivated and invited to events.

3.2 Support the interim Director of Development, Head of Development and the Development Team with general cultivation, solicitation and stewardship efforts (i.e. letters, drafting proposals and campaign materials, cultivation activities).

4. Management

4.1 Manage the Development Officer for the Old Royal Naval College Chapel (p/t), overseeing their work, setting clear objectives and income targets, supporting their professional development and ensuring their work is aligned with the wider Trust & Foundation strategy and they deliver against target.

5. General Fundraising

- 5.1 Provide support to the interim Development Director and Head of Development in implementing new fundraising programmes as required. This may include contributing to the delivery of corporate fundraising, regular giving and legacy fundraising, preparing packages and proposals, supporting the planning and delivery of cultivation and stewardship events, and collaborating on the development and implementation of appropriate fundraising systems and processes.
- 5.2 Ensure all relevant information (communications, income, deadlines, applications and reports) are recorded on our CRM system.
- 5.3 Prepare regular reports for the Trustees and ad-hoc reports as needed.
- 5.4 Participate in the day to day work of the Foundation – such as reporting, attending Team and Project meetings as required, and taking a flexible approach to general administrative and support tasks.
- 5.5 To represent the Foundation's Development interests at internal and external events.
- 5.6 To build strong relationships across the teams at the Foundation to create proposals and budgets for capital and revenue applications.
- 5.7 Attend appropriate training (workshops, courses / conferences and other appropriate events), as agreed with your Line Manager or above.

B. ALL EMPLOYEES

1. Management

Work with colleagues to strengthen the Foundation's capability, culture and resources so that we can collectively deliver our vision and mission with confidence.

- 1.1 Support collective leadership, knowledge sharing and relationship building across the Foundation.
- 1.2 Act in accordance with the Foundation's current and future policies, procedures, guidelines and relevant codes of practice, which aim to ensure the highest possible standards of professionalism. For example, Data Protection, Employment Law, Equality, Diversity and Inclusion, Safeguarding, Health and Safety.
- 1.3 Undertake any other duties as appropriate that are commensurate with the post as may be determined from time to time by the Line Manager, or above. It should be understood that this job description may change as the Foundation develops following discussion and agreement with the post holder. The post holder will have full opportunity to discuss and be active in changes or developments.

2. Values

Set an example for all colleagues by embodying and exemplifying our values in all your work:
Bold | Imaginative | Embracing | Resourceful.

- 2.1 Observe high levels of professionalism and treat stakeholders and colleagues with courtesy, respect and dignity, always.
- 2.2 Work co-operatively with colleagues, including providing cover during absence as may be requested by your Line Manager or other colleague as delegated.
- 2.3 Actively participate as a manager and an employee of the Foundation including being available for staff and other meetings as required.
- 2.4 Avoid any action or behaviour which may conflict in any way with the Foundation's values or which may bring our organisation into disrepute.

3. Self-development

Ensure continuous self-development, both professionally and personally, through training, supervision and other appropriate means.

- 3.1 Develop and maintain the range of skills appropriate to the post and to keep up-to-date with good practice, publications and issues relating to your area of work or the Foundation as a whole.
- 3.2 Attend appropriate training (workshops, courses / conferences and other appropriate events), as agreed with your Line Manager or above.

Name:	
Signed:	Dated:
Employee	
Name:	
Signed:	Dated:
Head of HR – People & Talent	
(On behalf of the Chief Executive, The Greenwich Foundation for the Old Royal Naval College)	



PERSON SPECIFICATION

Trusts & Research Manager

The Greenwich Foundation for the Old Royal Naval College is committed to making appointments on merit by fair and open processes; taking account of equality, diversity inclusion.

Qualifications, Education and Training
A good standard of education to at least degree level, or equivalent work experience.
Experience, Skills and Knowledge
Experience in trusts and foundations fundraising.
Proven experience of making successful applications to funders, including writing engaging bids using clear and appropriate language, and face to face presentations.
Sound understanding of the interests and working methods of trusts and foundations.
Experience of prospect research and a track record of using a range of research resources.
Ability to write and present complex information fluently, clearly, succinctly and accurately.
A determined and results-focused individual, with a track record of achieving targets.
Ability to work effectively within a small team.
Good IT skills including sound working knowledge of a fundraising database and all MS Office packages.
Experience of working in the arts and heritage sector.
Excellent project management skills and strong organisational skills.
Focused and methodical working approach.
Ability to work independently on projects and take initiative to secure new funding.
Excellent numeracy with an ability to work with internal and external financial documents, ability to assemble budgets for fundraising applications.
Ability to meet deadlines, plan, prioritise and work under pressure.
Ability to deal tactfully and diplomatically with a wide range of people across the Foundation, including Board members, site partners, donors, and senior staff.
Demonstrable experience of managing, appraising and motivating staff.
Discreet with an understanding of the need to maintain confidentiality.

Personal Qualities

To demonstrate commitment to the Foundation's values.

Highly motivated and proactive, with excellent interpersonal skills.

Excellent written and oral communication skills.

Able to maintain productive working relationships with external and internal contacts and providers.

Ability to work autonomously with limited support.

Calm under pressure, flexible, friendly and helpful.

Respect for equality of opportunity, diversity and inclusion with practical ideas for their implementation within the scope of the post.

Demonstrable experience and ability to work within a high performance environment and to deliver KPIs as defined.

Our Values

Bold | Imaginative | Embracing | Resourceful

BOLD	We're proud of what we have and confident to shout about it. We're adventurous with our offer and we lead our partners for everyone's benefit
IMAGINATIVE	We make inventive use of our resources to realise our potential
EMBRACING	We're warm and approachable, welcoming diverse people and ideas, and creating a positive, nurturing environment
RESOURCEFUL	We're flexible in our approach, resilient and responsive to new opportunities

Supplementary Information

About The Old Royal Naval College

The Old Royal Naval College was established in 1997 as a charity to conserve the magnificent Baroque buildings and grounds for present and future generations and to provide opportunities for wide and diverse audiences to enjoy and share its significance.

The site is of recognised significance locally, nationally and internationally due to the nature of its architecture, above and below ground, and its position within the UNESCO Maritime Greenwich World Heritage Site. The site is an intrinsic part of the townscape for local people and operates as a significant tourist destination; 1.2 million people visit the site each year.

Our ambition is to become an extraordinary cultural destination which inspires local pride and world-wide acclaim – a place which creates rich and memorable cultural experiences. We inspire and engage the public in heritage and creativity. We conserve and protect the Old Royal Naval College for the nation.

Our strategic objectives are to create and encourage:

- **Exploration:** engage visitors via a site-wide historic, architectural and spiritual experience.
- **Spectacle:** inspire the public via a stimulating artistic programme.
- **Stewardship:** conserve the fabric of our buildings, grounds and archaeology.
- **Independence:** grow a cultural business which secures our sustainable future.

The Old Royal Naval College comprises a number of heritage attractions and conference / event venues, namely: The Painted Hall, The Chapel of St Peter & St Paul, Visitor Centre (Pepys Building), learning spaces including the Clore and the Mews schools room, Admiral's House, Skittle Alley & Ripley Tunnel, and Queen Mary Undercroft. The grounds and visitor routes including points of interest / photo opportunities.

What We Do

We are a heritage attraction, a place of worship, learning space, retailer, concert venue, film set, picnic venue, entertainment space, conference venue, wedding venue, exhibition space, performance space, and we have a pub / bar / restaurant. Our offer covers the daytime and night time economy. Our engagement programme ensures that visitors enjoy and have memorable experiences here and includes tours, talks, 'Late' events, recitals, concerts, family activities, debates, festivals and markets. We are a space for local people, students of the University of Greenwich and Trinity Laban, and tourists from the UK and worldwide. Everything we do is guided by our values bold, imaginative, embracing and resourceful.

For a general overview of the work of the Foundation, please visit our website at: www.ornc.org