



JOB DESCRIPTION

JOB TITLE: Development Officer/Manager

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Directorate

LOCATION: St. James's Palace

REPORTING TO: Head of Development

Job Context

Royal Collection Trust is a department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh and in the Drawings Gallery at Windsor Castle aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions, and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Development Office was established in 2015 to secure support for specific areas of Royal Collection Trust's charitable activities, which currently include two new Learning Centres in Windsor and Edinburgh; scholarly and exhibition catalogues; digitisation/online access; and programmes of apprenticeships and internships.



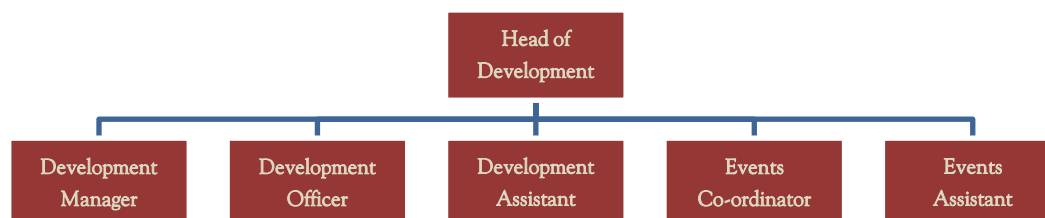
Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, www.royalcollection.org.uk

The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

This document is not contractual and may be subject to change following consultation with the post-holder.



Organisational Chart



The post-holder will have contact with staff from across the Royal Household and will work closely with Royal Collection Trust colleagues in relevant areas (including Future Programme, Learning, and Publishing). A major part of the role will be organising and attending external meetings and small events with potential supporters. The post-holder will report directly to the Head of Development and there will be future opportunities for line management responsibilities.

Job Purpose

The Development Officer/Manager will secure support for specific small to medium, or large, projects at Royal Collection Trust to assist The Trust in the achievement of its charitable aims.

Principal Accountabilities

- To be responsible for c.80 potential supporters capable of giving to small to medium, or large, projects (including both individuals and trusts/foundations) and to manage these relationships on behalf of Royal Collection Trust
- To work with colleagues from across Royal Collection Trust to identify projects and to produce cases for support
- To represent Royal Collection Trust at face-to-face meetings with potential supporters
- To plan and manage small events for potential supporters together with colleagues in the Development Office
- To meet agreed fundraising targets



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Job Dimensions

In consultation with the Head of Development, the post-holder is expected to plan events and work within assigned budgets.

Decision Making Responsibilities

The post-holder will be given a high degree of autonomy in deciding and then implementing the most effective methods of engaging his/her individual group of potential supporters.

Practical Requirements

The post-holder will primarily be based at York House, St James's Palace. Due to the nature of the role flexibility may be required and the post-holder will sometimes be required to work outside standard hours.

Person Specification

Essential:

- Educated to degree level
- Some or substantial experience of operating within a results-orientated environment
- Some or substantial experience of developing and maintaining one-to-one relationships with senior individuals
- Well-developed interpersonal skills and the ability to communicate confidently at the highest levels
- Expertise in producing detailed and persuasive proposals and reports
- Proven effectiveness in networking, negotiation, and influencing others
- An effective and collaborative team worker
- The ability to plan and prioritise a varied workload
- IT literate on all MS office packages and familiar with database systems



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