

TERRENCE HIGGINS TRUST

JOB DESCRIPTION

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| Job Title | Director of Income Generation |
| Reports to | Chief Executive |
| Salary grade | Executive grade (£80-85k) |
| Hours of work per week | 35 (1.0 WTE) |
| Geographic remit | UK |
| Where role can be based | Within the UK. |

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| Job purpose:  Lead and guide the income generation activities of the charity to ensure the department continues to better reflect the communities we serve, that the income targets the charity needs to operate are met and that the activities of the directorate remain relevant through continuous innovation |

Main duties of the role:

**1. Vision and strategy**

Develop a clear, innovative vision and income generation strategy for Terrence Higgins Trust that builds on existing strengths and continually looks to create new ideas and opportunities to attract income

**2. Manage and lead the team**

Lead and manage a diverse team, to inspire them to innovate and deliver to their best potential and to work together to build the stewardship, acquisition, and income needed to maximise the impact of the charity

**3. Deliver agreed targets and outcomes**

Agree, manage, and closely monitor the budgets and wider income generating targets, working with the team to respond swiftly when things are not working, mitigate challenges, and take advantage of new opportunities as they arise.

**4. Leadership**

As a leader and Director of Terrence Higgins trust, you will contribute to the ongoing strategy of the organisation, creating an environment where diverse approaches to income generation can thrive.

**5. Multi-disciplinary working**

Lead and encourage multi-disciplinary working across the organisation, connecting the income generation team with the operations and communications teams to share knowledge, resources, and messaging.

**6. Oversee effective operations**

Ensure that the strategic and operational department plans, processes, and systems are in place so that the management group and their teams are delivering with quality and effectiveness, and financial targets are met.

**7. Professional conduct**

Using your up-to-date knowledge, ensure that the team operates to the highest professional and legal standards and are aware and respond to new developments as they arise.

**8. Accountability**

To exercise corporate leadership within the organisation as part of the Executive and Directors Team working closely with the Board of Trustees.

**9. Equity, Diversity and Inclusion**

To champion equity, diversity and inclusion within the department and across the organsiation and contribute to the aspiration of THT to become an anti-racist, anti-sexist and more inclusive organisation.

**10.** Any undertake any other duties commensurate with the grade

PERSON SPECIFICATION

Candidates should be assessed against objective criteria.

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| Experience/Skills | | Essential/ desirable | Assessment method |
| 1 | Experienced leader in income generation who demonstrates their ability to respond to the changing trends, best practice and general fundraising environment | E | A,I |
| 2 | Experienced in managing and motivating diverse teams | E | A,I |
| 3 | Demonstrable track record of delivering to ambitious income targets and improving ROI | E | A,I |
| 4 | Ability to plan and think strategically and creatively, developing innovative solutions to emerging issues | E | A,I |
| 5 | Experience of influencing and building cross-organisational relationships to deliver large scale projects of work with multiple internal and external stakeholders | E | A,I |
| 6 | Demonstrable evidence of strong financial management and developing clear processes and systems | E | A,I |
| 7 | Excellent communication skills and experience of building good relationships and stakeholder management | E | A,I |
| 8 | Excellent interpersonal, written and communication skills | E | A,I |
| 9 | Ability to inform strategic planning and translate a strategy into operational delivery | E, | A,I |
| 10 | Knowledge of how consultation and co-production can be used in the development and implementation of new fundraising initiatives | D | A,I |
| 11 | Knowledge of the issues facing people living with, or affected by, HIV and poor sexual health and an interest in HIV, sexual and reproductive health | D | A,I |
| 12 | Experience of using technology and digital platforms to deliver successful outcomes | D | A,I |

Criteria assessment methods: Application = A; Interview = I; Test = T