

**Information pack**

**Philanthropy Manager**

April 2025

Who We Are

At Public Law Project (PLP), we work to defend fundamental rights and hold power to account. Our legal challenges have played a pivotal role in successful cases. In just the last year this includes:

* The fight against the Rwanda deportation policy
* The Government’s attempts to renege on Windrush commitments
* Attempts to radically cut disability benefits to 100,000 people without lawful consultation
* Preventing the implementation of draconian and unconstitutional anti protest laws.

Our work is highly respected, impactful, and deeply valued across the legal and social justice sectors. To continue tackling the most pressing legal injustices of our time, we need you to engage and inspire those who believe in our mission and have the means to support it.

The Role

This is a unique and career-defining opportunity to initiate and lead Public Law Project’s first-ever mid-value fundraising programme, securing donations between £500-£5,000 per year. As the driving force behind this new programme, you will create meaningful donor relationships, design compelling fundraising journeys, and directly contribute to ensuring that justice is accessible to all—especially for the most marginalised in society.

We’re looking for someone who is:

* A relationship builder: You know how to connect with people, communicate impact effectively and secure giving commitments.
* A strategic thinker: You can develop and execute fundraising plans that grow support and maximise income.
* Highly organised and resourceful: You can manage multiple priorities and data with precision and develop systems from the ground up.
* Enterprising: You have the confidence, creativity and resilience to drive a successful new programme.
* Self-motivated and collaborative: You enjoy taking ownership but also thrive as part of a team.
* Committed to Equity: You resonate with PLP’s commitment to understand and address the effects of discrimination in all our work, both external and internal.

If you’re ready to play a transformational role in the future of PLP’s work, we’d love to hear from you!

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use ‘tie-breaker’ provisions at all stages of our selection process.

About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

* Our specialist lawyers represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation.
* Our researchers work in partnership with the UK’s leading academic institutions. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
* Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.

Vision, Mission & Values

Our [2022-25 strategy](https://publiclawproject.org.uk/resources/in-the-spotlight-our-strategy-to-2025/) sets out how we apply our vision and mission to work towards a world where the state acts fairly and lawfully (see below). Our new strategy, with updated purpose and values, is being finalised and we look forward to launching it in the summer.

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Employment information

Job title: Philanthropy Manager

Reports to: Communications and Engagement Director

Contract term: Permanent

Location: Central London (EC1V). Homeworking within flexible working policies. New starters are required to work in the office 2 days a week for the first 3 months.

Hours: Full-time or Part-time (minimum 4 days / 28 hours)

Salary: £45,885 pa, eligible for cost-of-living uplift from 1 April 2025.

Pension: 10% per annum after one year. Statutory minimum during first year.

Leave: A full-time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

Probation period: 6 months. Benefits may be offered at a reduced level during the probation period.

Payment method: Payment is made by electronic transfer on or shortly before the 15th of each calendar month covering payment for that same calendar month.

Flexible working:   
PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be required to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.

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2021/22 V2

Job Description: Philanthropy Manager

Primary Duties and Responsibilities

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

Programme design and development

* Design, create and manage a compelling new mid-value fundraising programme, including developing and delivering donor acquisition strategies, stewardship marketing products, and supporter journeys, aligned with clear KPIs.
* Work closely with the Operations team and Grants and Trust Manager to select and manage implementation of a new CRM system to capture fundraising relationships and activity.
* Work closely with PLP’s Events and Communications colleagues to develop targeted events and communications for mid-value donors and optimise existing events and communications outputs
* Contribute to the development of PLP’s fundraising strategy and financial plans.
* Lead the development of policies and procedures in relation to philanthropic giving.

Programme ownership and management

* Lead delivery of the programme in its entirety, with responsibility for budgets, stakeholder engagement, creative development, delivery, and evaluation.
* Prepare detailed financial and pipeline reports while maintaining accurate and up-to-date records in the CRM system.
* Insight and Feedback: Gather structured and ad hoc feedback from prospects and donors to enhance the programme’s effectiveness.
* Ensure ethical giving practices, compliance with the Fundraising Code of Practice and carry out appropriate due diligence on significant donations.
* Work with finance colleagues to ensure that forecast income is accurate and prudent and that programme costs are appropriately budgeted for and managed.

Donor Engagement

* Identify and qualify donors, conduct research and maintain information in compliance with data protection regulations and ethical standards.
* Cultivate one-to-some and one-to-one relations with mid-value and, in time, major donors with a view to establishing long-term relationships
* Prepare compelling and appropriate asks that align donor interests and PLP’s strategy, identifying and supporting colleagues to make such an ask.
* Ensure outstanding stewarding and develop appropriate and customised cultivation plans and strategies to encourage retention and diversification of long-term support

General

* Work with colleagues across the charity to develop a detailed understanding of PLP’s work to inform donors’ understanding of our mission and impact.
* Represent PLP at external meetings, conferences and events as required.
* Build and maintain strong relationships with internal and external stakeholders, ensuring clear, timely communication and updates.
* Undertake other tasks appropriate to role as requested by the senior leadership team, including supporting other fundraising activities led by colleagues.

Person Specification: Philanthropy Manager

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| Abilities, skills and knowledge | Essential | Desirable |
| Detailed knowledge of successful membership fundraising schemes and/or donor development, including design and implementation of fundraising systems and targets |  |  |
| Knowledge and understanding of ethical giving practices, the Code of Fundraising Practice, including GDPR and the regulation and environment in which charities operate |  |  |
| Skills required to identify, research and qualify potential donors, including donor behaviour, needs and motivations for giving |  |  |
| Outstanding written and verbal communication skills, with an ability to consistently craft compelling propositions and communications |  |  |
| Ability to make, and support others to make, well-judged and respectful asks, and secure commitments |  |  |
| Ability to build, cultivate and steward long-term donor relationships, including developing relationships from scratch. |  |  |
| Event management skills |  |  |
| Knowledge of how to audit and evaluate the effectiveness of fundraising and communications |  |  |
| Strong project management and organisational skills, with the ability to juggle multiple long-term priorities and urgent deadlines |  |  |
| Ability to innovate and to drive fundraising culture and engagement with organisational goals across a multi-disciplinary team |  |  |

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| --- | --- | --- |
| Personal qualities, commitment and values | Essential | Desirable |
| Commitment to PLP’s core values of equity, expertise, courage and collaboration |  |  |
| Alignment with PLP’s commitment to understand and address the effects of discrimination in all our work, both external and internal, and with our EDI objectives |  |  |
| Self-servicing and resourceful, willing to take on a wide range of tasks, with strong creative problem-solving skills |  |  |
| Resilient and enterprising: comfort with change and excitement about creating a new donor programme from the ground up |  |  |
| Willingness and ability to travel to other parts of the country, occasionally staying overnight and attending evening meetings where required |  |  |
| Right to work in the UK |  |  |

Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk)

The deadline for applications is 11.59pm on 22 May 2025.

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

First round of interviews will be held on 4 and 5 June 2025.

Second round of interviews will be held on 12 June 2025.

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.

Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

1. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
2. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
3. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.
4. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other’s differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
5. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation’s performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee’s experience and abilities and the needs of the job.
6. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
7. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## **Privacy notice**

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.