# YOUR NEW ROLE AT THE TRUST

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| **JOB TITLE:** | **Events Executive (Special)** | **PAY BAND:** |
| **FUNCTION:** | Fundraising, Brand & Marketing | Support<br>**Delivering**<br>Specialist/Managerial<br>Technical Lead/Function Head<br>Senior Leadership Team |
| **THE TEAM:** | The Events Teams design and execute a broad and diverse portfolio of events on behalf of The Trust. Such events bring vital income, profile and supporters to The King's Trust. | |

## WHERE YOU WILL FIT

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| Director of Brand & Marketing | Senior Head of Individual Giving & Events | Head of Special Events | Special Events Manager | **Events Executive (Special)** |

## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will have a significant impact on the young people we support at the Trust. Through your support of the broader events strategy, you will raise vital unrestricted funds for our young people programmes, nurturing an extensive portfolio of existing partnerships, and through raising our profile attract new life-long supporters to the Trust.

## WHAT WILL YOU DO?

- Work alongside the broader Events Team, providing dedicated and flexible support in the successful delivery of brilliant events at the Trust.
- Using your strong skills in organisation and administration, complete a diverse range of event-related activities.
- Heavily contribute to the capture of crucial data in the management and evaluation of successful event execution.
- Play a key role in registering and onboarding a volume of event participants and the relevant transactional activity and database recording.
- Ensure that the highest level of event detail and excellence is upheld.
- Ensure financial reporting is maintained and necessary finance practices are completed.
- Play a key role in communicating key information internally and where relevant to external stakeholders.
- Using creative, entrepreneurial skills, support the design and delivery of sector-leading events.
- Play a key role in supporting fundraising activity across each event.
- Responsible for actively contributing to an equitable, diverse and inclusive workplace.

# THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

## WE REALLY NEED YOU TO HAVE THESE

| Skills & Knowledge | Why do we need this? |
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| Strong organisation and administration skills. | Strong skills in organisation and administration will be key to catering to the demands of a very busy events portfolio. |
| IT proficiency and database experience. | Good database maintenance and IT skills will be crucial in effectively supporting brilliant events. |
| Skills in prioritisation and deadline delivery. | Essential with the demands of often competing events and activities. |
| Excellent communication skills- both written and verbal. | Effective communication skills will be at the heart of this role. |
| Strong interpersonal skills and a passion for working with a variety of people. | This is a very people-focused role and will benefit from those associated skills. |
| **Experience** | **Why do we need this?** |
| Strong project and event management skills, with a minimum of 2 years' experience working on complex award ceremonies. | Success will depend on brilliant project management skills extensive event management experience and working on large-scale award ceremonies. |
| Budgetary experience. | You'll be supporting the Events Managers to retain control of income generation and event expenditure. |

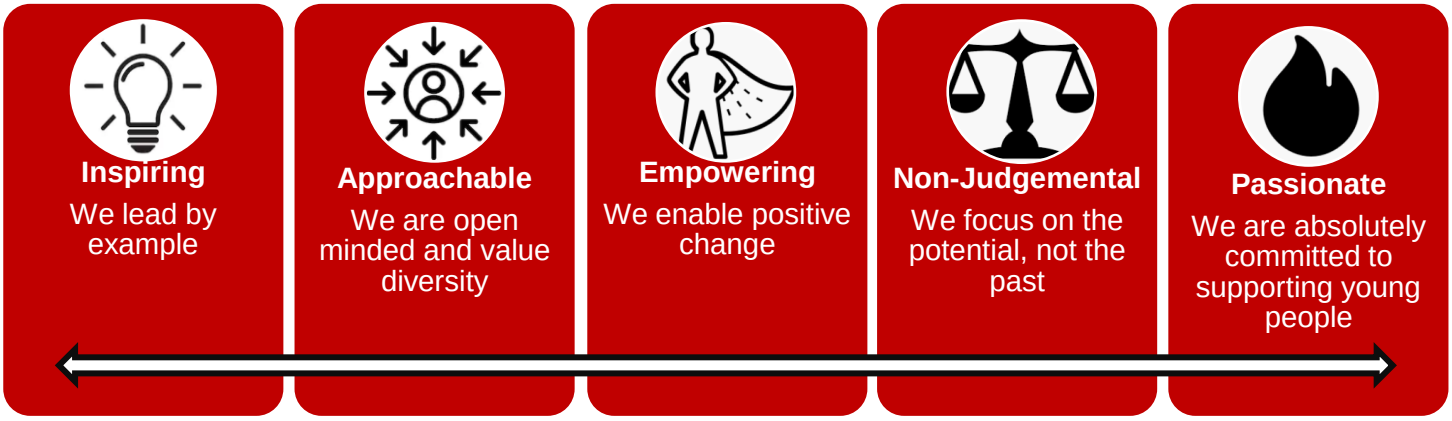
## WE WOULD LOVE IT IF YOU COULD DO THIS

| Experience | Why do we need this? |
|---|---|
| Experience in working in a high-performing fundraising or commercial environment. | The King's Trust is a much-admired organisation with a strong reputation for excellence- experience in an equally demanding commercial environment will be invaluable. |
| **Skills & Knowledge** | **Why do we need this?** |
| Strong creative skills and problem-solving. | The demands of a busy portfolio will require a creative approach and the ability to problem-solve in intense situations. |
| Understanding of the key principles of fundraising with a particular lens of event-led fundraising. | Extensive fundraising experience will provide a strong foundation for this role. Understanding what attracts and retains supporters will be invaluable. |
| An awareness and appreciation of the critical nature of our cause and the challenges facing young people. | Connection to our cause will be a key motivator for this role. |

# WHAT DO WE EXPECT FROM YOU?

## OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.




Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and PULSE (LGBTQIA+ Network). For more information, click here.

## OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

| Leading by Example | Continuous Improvement | Effective Communication | One Team | Delivering Results |
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| You inspire others through passion for what we do<br>You keep young people and our end goal in mind<br>You build trust in others by demonstrating reliability<br>You engage in challenges with optimism and resilience<br>You're authentic and bring your unique talents to work, encouraging others to do the same | You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise.<br>You suggest improvements and alternative approaches wherever appropriate<br>You give and receive feedback, harnessing new information to improve your own performance | You're approachable, clear and professional<br>You treat people as individuals, tailoring communication and influencing style accordingly.<br>You communicate difficult messages and challenge others' thinking effectively<br>You listen to others with empathy and sensitivity<br>You act as an ambassador for The Trust whenever communicating externally | You offer support to colleagues and ask for help when needed<br>You manage the expectations of others, gaining buy-in where required<br>You share knowledge and information<br>You build relationships with others across The Trust and externally, where appropriate<br>You act as an ambassador for your own team across The Trust | You manage projects effectively; planning, organising resources and reprioritising as required<br>You monitor progress towards milestones, taking actions to ensure deadlines are met<br>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate<br>You take the initiative to solve problems and develop several potential solutions |

## THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.