YOUR NEW ROLE AT THE TRUST

JOB TITLE:	**Events Manager (Special Events)**	**PAY BAND:**
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering **Specialist/Managerial** Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Special Events Team designs and executes a broad and diverse portfolio of high-end events on behalf of the Trust. Such events bring vital income, profile and supporters to The King's Trust.	

WHERE YOU WILL FIT

CEO	Director of Fundraising, Brand & Marketing	Director of Brand & Marketing	Head of Special Events	**Events Manager (Special Events)**

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will have a significant impact on the young people we support at the Trust. Through the exceptional events you design and execute, you will raise vital unrestricted funds for our young people programmes, nurture an extensive portfolio of existing partnerships, and through raising our profile attract new life-long supporters to the Trust. You will also have a direct impact through involving young people in our events - with particular focus on brilliant story telling.

WHAT WILL YOU DO?

- Alongside the Head of Special Events, deliver a portfolio of sector-leading fundraising and luxury special events.
- Project manage all aspects of event delivery - venue, suppliers, invoicing and financial reporting, health and safety and broader event compliance.
- Proactively seek opportunities to innovate and further evolve event portfolio, with a focus on ensuring the events run by The King's Trust are the best in the sector.
- Effectively lead and manage volunteer committees and external stakeholders to deliver successful and compliant events, inspiring a deep connection to the cause.
- Work closely with Philanthropy, Corporate, Comms, Marketing and Supporter Services to lead the very best in stewardship and communications to attract and retain lifelong King's Trust supporters.
- Work closely with our programme colleagues to build a strong connection to our young people and programmes to effectively, sensitively and impactfully share their inspiring stories.
- Set and maintain strong standards of data capture and management, through our database Raisers Edge.
- Manage all aspects of event finances - projecting accurate income and expenditure against budget.
- Support a culture of fundraising and inclusion across The King's Trust through engagement with our special events portfolio, across colleagues, volunteers and boards.
- Deliver end-to-end events following ethical, legal, trading, governance, insurance and Fundraising Code of Practice requirements.
- 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?
Excellent knowledge and understanding of event fundraising and management.	You will be accountable for end-to-end event delivery.
Project management and planning skills.	You'll navigate a complex organisation with multiple stakeholders and need to meet the high expectations of our sector-leading events.
Ability to build strong, authentic relationships with donors, colleagues, and volunteers.	Meeting the needs of multiple teams and stakeholders will require effective relationship-building at all levels.
Strong skills in creativity, marketing, storytelling and stewardship- and understanding the value of using high-profile individuals and media to boost event performance.	Crucial skills in maintaining a fresh and successful events portfolio.
Confidence in working independently and being fully accountable for good event planning decisions- leading to positive event outcomes.	Accountability in good decision-making is key to the long-term success of this role.
Excellent verbal and written communication skills.	You'll effectively market our events, powerfully storytelling, attract commercial support and steward life-long supporters.
Experience	**Why do we need this?**
Experience working with senior-level volunteers, committees, leaders and highly regarded stakeholders.	You need to be confident in working with senior leadership, Celebrity and Young Ambassadors and other such figures.
Extensive IT, database and software experience.	To be successful in event design and delivery.
Experience in managing competing priorities to tight deadlines.	You will manage a busy portfolio of events in a high-pressure environment.
Experience in effective budgeting operating with a highly focused return on investment ethos.	With a strong 3:1 ROI objective- good budgeting experience will be key.
Experience in project managing large-scale, high-end events.	The events run by the events team are often large-scale productions, with a luxury focus.

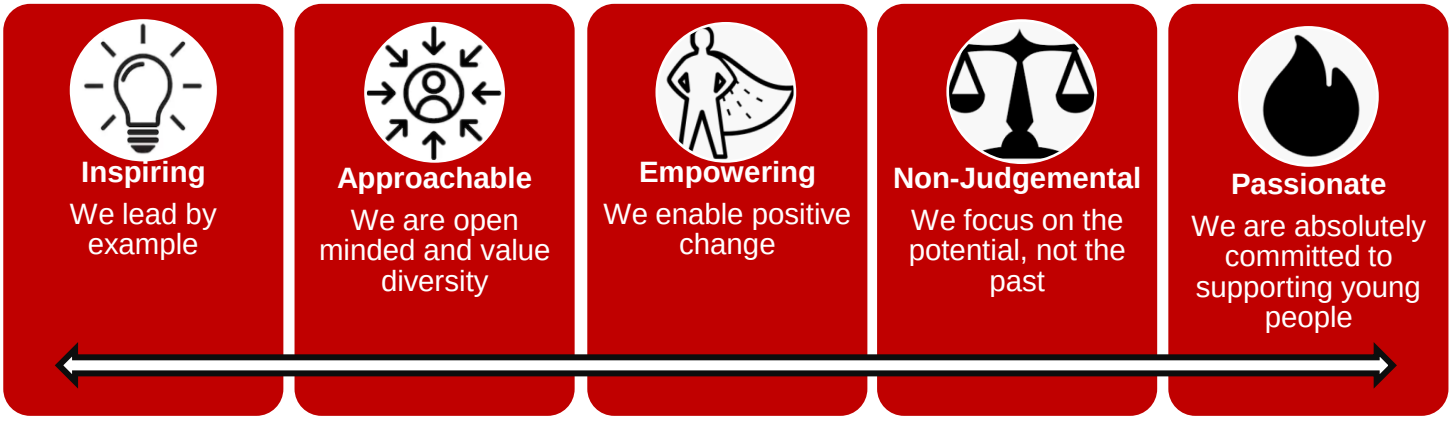
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience working within a charity or comparable commercially motivated environment.	Being able to apply learnings and experience from a similarly motivated organisation will be advantageous – from commercial viability to fundraising compliance.
Experience in a creative environment with demonstrable project/activity success.	In an increasingly competitive events space, creativity will need to be at the forefront of our event design and delivery.
Skills & Knowledge	**Why do we need this?**
Strong skills in negotiation and persuasion.	From pitching for sponsorship to negotiating the best price through our procurement process- such skills will ensure a better event return on investment which is key to our success.
An understanding of the challenges faced by the young people we support.	You'll talk with credibility about the need to support the crucial work of the Trust to inspire much-needed support.
Understanding and appreciation of the principles of effective marketing- across traditional channels and social media.	Brilliant marketing is central to securing sponsorship, participants, celebrities, media and all aspects of buy-in across our events.
A deep curiosity and knowledge of trends influencing the next generation of events innovation.	In an ever-changing world, we are keen to attract further talent to our Events Team that will drive innovation in our event design and delivery- particularly in the virtual space.

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 at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values	You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change	You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding	You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions	You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same

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.