



King's Trust

## YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Brand & Marketing Coordinator	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Fundraising, Brand & Marketing	<b>Supporting</b> Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Brand and Marketing team builds our brand and inspires audiences to act with us. The team includes fundraising marketing, youth marketing, brand, content and creative services, individual giving, legacy giving, celebrity ambassadors and events.	

## WHERE YOU WILL FIT

Director of Fundraising & Marketing	Director of Brand & Marketing	Head of Fundraising Marketing	Marketing Manager	<b>Brand &amp; Marketing Coordinator</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

In this role, you'll manage inboxes, coordinate projects, and handle key administration tasks that keep the Brand and Marketing team running smoothly. Your support ensures impactful campaigns reach young people, helping them feel connected, inspired, and supported.

## WHAT WILL YOU DO?

-  Be part of a new and growing Brand and Marketing team, supporting colleagues across the function including the department director.
-  Work closely with our finance team to ensure our suppliers are paid on time and budgets are managed throughout the year.
-  Support the wider team through scheduling team meetings and away days, preparing for team meetings and minute taking.
-  Carry out general administrative support for the department director, including diary management, meeting preparation, reporting, filing, preparing documents and proofreading.
-  Preparing itineraries, room and travel booking and managing expenses.
-  Drafting correspondence and preparing documents and presentations.
-  Managing departmental filing systems of documents and marketing assets and managing data in spreadsheets and reports.
-  Act as point of contact for the wider Brand and Marketing department, responding to requests and passing them on to colleagues as required.
-  Any other duties within competence as required.
-  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?
Strong skills in using MS Office, including creating shared spreadsheets and presentations.	You will oversee a number of shared finance spreadsheets and also provide support in the formatting and structuring of internal marketing presentations.
Creative and enthusiastic, with a practical approach to problem-solving and a professional manner in dealing with colleagues.	You'll need to be able to adapt to the needs of the team, helping to find solutions for problems as they come up and acting proactively to improve existing processes.
Experience	Why do we need this?
Experience of owning administrative work within a busy team.	This role works across our entire brand and marketing team, providing vital administrative support across the function.
Experience working with stakeholders across other teams.	This role is often the first point of contact that stakeholders will have with our team.






### WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
Previous experience of using finance systems.	We will provide training on our specific systems, but previous experience in managing finance processes and supporting budget management would be beneficial.
Previous experience in managing diaries and scheduling meetings for senior stakeholders.	You will provide specific support to our Brand & Marketing Director, assisting with managing their diary and supporting them with administrative tasks as instructed.
Previous experience in drafting correspondence and preparing documents and presentations for the wider team.	You will support our team director in the drafting of correspondence and presentations for wider meetings.

# 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.

 <p><b>Inspiring</b> We lead by example</p>	 <p><b>Approachable</b> We are open minded and value diversity</p>	 <p><b>Empowering</b> We enable positive change</p>	 <p><b>Non-Judgemental</b> We focus on the potential, not the past</p>	 <p><b>Passionate</b> We are absolutely committed to supporting young people</p>
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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 the support level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for their work</p> <p>You keep young people and our end goal in mind</p> <p>You're calm, confident and resilient under pressure</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You role model integrity and act according to our Values</p>	<p>You inspire others by embracing change and demonstrate flexibility in adapting to it</p> <p>You demonstrate creativity in order to improve how things are done in your own area of work</p> <p>You seek to learn and enhance your own development</p> <p>You give and receive feedback, building awareness of own strengths and development areas</p>	<p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication accordingly</p> <p>You communicate messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You support and protect The Trust's reputation when communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others</p> <p>You share knowledge and information</p> <p>You build relationships with team members across The Trust and externally, where appropriate</p> <p>You seek to increase awareness of how The Trust works across functions</p>	<p>You plan and organise own time and resources to meet deadlines</p> <p>You adjust priorities as circumstances change</p> <p>You make effective, data-driven judgements and escalates decisions when needed</p> <p>You take the initiative to create and implement solutions</p>

## 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.