

## YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Prospect Development Executive	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Fundraising, Brand & Marketing	Support <b>Delivering</b> Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Supporter Performance & Operations Team drive the performance of our fundraising efforts. We partner with colleagues to improve the quality and efficiency of our supporter-facing activities.	







## WHERE YOU WILL FIT

Deputy Director of Fundraising	Senior Head of Prospect Development	Head of Prospect Development	Prospect Development Manager	<b>Prospect Development Executive</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Young people need us more than ever and we will be there for them. Every year, we need to raise around £60m. Your role will play a critical part in raising the money we need to help young people. You will be responsible for delivering high-quality prospect research to support our high-value fundraising.

## WHAT WILL YOU DO?

-  Delivering high-quality responsive and compliant prospect research to set briefs from our fundraising teams.
-  Support fundraisers with profiles and network mapping for prospects and supporters.
-  Help and advise fundraisers on completing due diligence in line with our processes and procedures.
-  Monitor research subscriptions and alerts and action appropriately.
-  Support the Prospect Development Managers with specific research tasks.
-  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?
Good relationship management and communication skills, with the ability to relate to people at all levels in a range of functions.	You will be working on multiple projects with people of all profiles and levels. You must represent the charity and the team in the best way possible
Good written and verbal communication skills	Sometimes you will be asked to help write scripts, bios, briefs and important emails for people of all levels
Good attention to detail, highly organised and able to process large amounts of information with 100% accuracy	At times you will be working across multiple projects at once. It's important you demonstrate good attention to detail and organisation
Experience	Why do we need this?
Experience in working on multiple projects at any one time requiring determination and focus to complete according to deadlines	You will be working across multiple projects, campaigns and events at once. You must show focus and determination in completing tasks to tight deadlines






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

Experience	Why do we need this?
Experience working in a large, distributed organisation, ideally a major charity	Working for a large charity can sometimes bring challenges of having to complete multiple tasks at once, and to tight deadlines
Experience in identifying media opportunities for celebrities and liaising with their publicists	It is important we are always raising awareness for the charity, and this is often successfully done through celebrity-driven media opportunities with our Ambassadors
Experience in some form of charity fundraising and events	As well as press campaigns, we also work closely with the events team on fundraising events
Flexible in attitude and calm in a manner at all times	The work we deliver with high-profile supporters and Ambassadors can sometimes bring high-pressure situations and last minute changes
Skills & Knowledge	Why do we need this?
An understanding of what appeals to young people.	At the heart of everything we are a youth charity, so you must have your finger on the pulse with what appeals to young people, to help us with our youth recruitment drive
An understanding of the needs of disadvantaged young people in society and how the charity aims to help them.	At times you will be working on important campaigns with our Comms and Operations teams. You must understand issues facing young people today
A team player, able to work in support of other teams and bring together colleagues from different departments	We work closely with lots of different teams across the charity, it's important we can all support each other's needs

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