



**START  
SOMETHING**

# YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Stewardship Events Executive	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Fundraising and Marketing	Support <b>Delivering</b> Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Supporter Performance and Operations Team drive and support our fundraising performance. We partner with colleagues to improve the quality and efficiency of our fundraising activities.	








## WHERE YOU WILL FIT

Senior Head of Propositions and Stewardship	Head of Stewardship	Stewardship Events Manager	<b>Stewardship Events 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. This position plays a critical role in raising the funds we need to help young people. It will deliver and support a sector-leading portfolio of stewardship events that bring our supporters closer to our work and inspire long-term support.

## WHAT WILL YOU DO?

-  To provide dedicated and flexible support in the successful delivery of a portfolio of high quality stewardship events.
-  Project manage a selection of stewardship events including venue, guests, supporter comms, suppliers, invoicing, health and safety and other event compliance requirements
-  Work in partnership with colleagues across fundraising teams to support event delivery and ensure stewardship events have the maximum impact.
-  Deliver high standards of data management to support event delivery, communications and stewardship journeys
-  Play a key role in communicating key information internally and externally to relevant stakeholders
-  Ensure any financial reporting is maintained and necessary financial processes are completed
-  Use creative, entrepreneurial skills, to support the design and delivery of sector leading stewardship events and moments
-  Support the wider stewardship team with stewardship activities and projects as appropriate
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace



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## 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 organisation and administration skills.	Strong skills in organisation and administration will be key to cater to the demands of a very busy stewardship events portfolio.
IT proficiency and database experience.	Good database maintenance and IT skills will be crucial in effectively supporting brilliant events and stewardship.
Skills of prioritisation and deadline delivery.	Essential with the demands of often competing events and activity.
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.	Success will depend on brilliant project management skills and extensive event management experience.

### 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 Prince's Trust is a much-admired organisation with a strong reputation for excellence- experience in an equally demanding commercial environment will be invaluable.
Budgetary or financial experience.	You'll be supporting or delivering event expenditure activities.
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 time sensitive situations.
Understanding of the key principles of fundraising with a particular lens on stewardship and / or events.	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?



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## 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.

 <b>Inspiring</b> We lead by example	 <b>Approachable</b> We are open minded and value diversity	 <b>Empowering</b> We enable positive change	 <b>Non-Judgemental</b> We focus on the potential, not the past	 <b>Passionate</b> We are absolutely committed to supporting young people
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Here at The Prince'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 PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT 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
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	You seek out opportunities afford 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	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	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	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

## THE WELFARE OF OUR YOUNG PEOPLE

The Prince'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 in accordance with 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.