

YOUR NEW ROLE AT THE TRUST



**START
SOMETHING**

JOB TITLE:	Stewardship Executive – Regional Philanthropy	PAY BAND:
FUNCTION:	Fundraising	Support Delivering
THE TEAM:	The Stewardship Function works alongside other sub-teams within the wider Philanthropy Team to provide Philanthropic supporters with a gold-standard stewardship experience, ensuring the impact of their support is demonstrated in an inspiring and engaging way.	Specialist/Managerial Technical Lead/Function Head Senior Leadership Team








WHERE YOU WILL FIT

CEO	Director of Fundraising & Marketing	Director of Philanthropy	Senior Manager of Stewardship	Stewardship Executive – Regional Philanthropy
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

This role will play an integral part in generating income for The Prince's Trust through a variety of written communications and special stewardship moments, increasing support of young people.

WHAT WILL YOU DO?

-  Write high-quality and compelling reports for regional supporters to convey their impact across a range of projects. This will include liaising with Operations colleagues and leadership across the charity to collate detailed information.
-  Support the Regional Philanthropy Team with wider written stewardship including, thank you letters, stewardship emails, event and meeting briefs, presentations, speech notes etc.
-  Work with fundraisers to create long-term stewardship plans that are proportionate to different levels of giving in order to increase retention and encourage renewal and uplift
-  Co-ordinate special stewardship touchpoints, such as programme visits, Young Ambassador experiences and bespoke videos to communicate impact
-  Support with a range of events, from intimate prospect dinners and lunches to flagship events
-  From time to time, support the wider fundraising team with mass-stewardship, for example around special days and festivals.
-  Work with the Stewardship Team and Operations colleagues across England, Northern Ireland, Scotland and Wales to develop and maintain a library of young people stories and statistics

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?
Exceptional written communication skills, including good attention-to-detail, spelling, grammar and proof-reading skills, as well as a talent for storytelling. You will excel at communicating complex and sometimes challenging information into concise and engaging content and will be expert at tailoring tone to the desired audience.	To be able to communicate effectively with donors and colleagues.
Strong interpersonal skills, with an ability to build warm and authentic relationships with a wide range of people at all levels of the organisation.	The relationships you hold with other teams will be critical to the success of this role
The ability to think creatively, proactively contributing new ideas and ways to steward supporters	To ensure our pool of stewardship ideas continues to evolve
Project management experience, seeing projects from inception, all the way through to the implementation and evaluation stages	Much of your work will be project-based
A strong understanding of, and empathy for, the challenges young people within The Trust's target groups face.	You will spend a lot of time with young people supported by The Trust, and this will enable you to fulfil your role as an advocate of the charity with sufficient passion and persuasive ability.
Strong organisational skills, with a proven ability to manage multiple projects and deadlines, as well as act flexibly	The role requires a high level of organisation, but with the ability to adapt to changing plans and deadlines
A collaborative approach: an ability to work with and adopt the style of fundraisers or senior stakeholders in communications and have proactivity and initiative to obtain content from a variety of internal audiences.	Working collaboratively is at the centre of the Philanthropy Team – The ability to work as part of a team plays a huge role in generating income and success
An appetite to learn and share knowledge from and with the team	The Philanthropy Team prides itself on members' willingness to learn and share newly acquired knowledge with fellow team members, helping everyone to become more skilled
An understanding of philanthropic trends and motivations, with a proactive approach to securing opportunities to promote the work of The Prince's Trust externally.	Keeping an eye on trends across the sector helps The Trust in understanding potential new approaches
Experience	Why do we need this?
Experience of using e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail	Essential for communication and administrative support
Have an interest in the work of the voluntary sector and experience of working with volunteers and/or influential individuals	Both are essential for carrying out the role

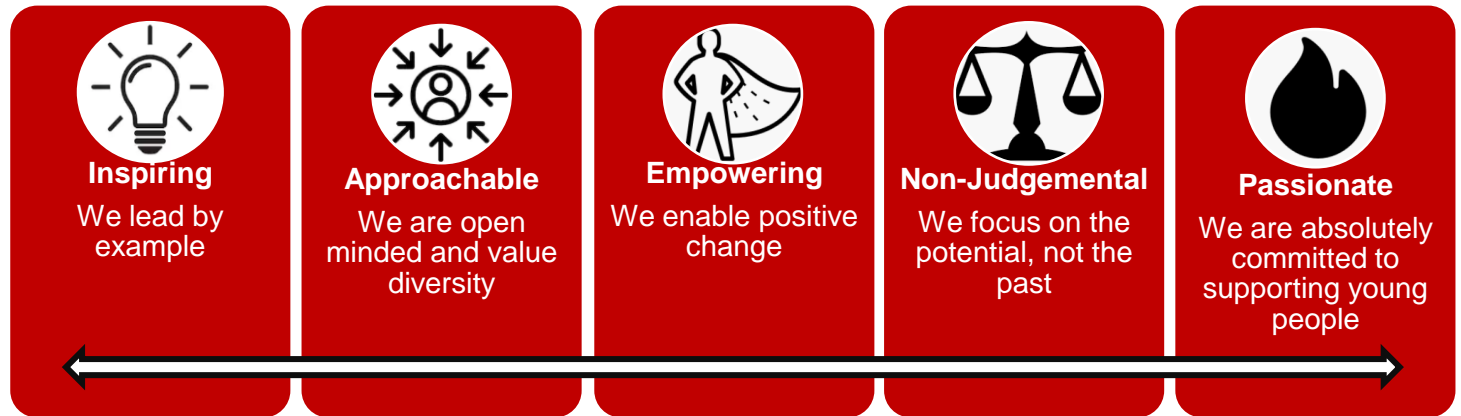
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in a relevant fundraising, charity or sales and marketing environment	Experience in these areas would be transferable and beneficial to the role
Experience of using a charity CRM system such as Raiser's Edge	Raiser's Edge is the CRM system we use to record and update donor information

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 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. More importantly, creating an environment where everyone, from any background, can be themselves and do the best work of their lives is the right thing to do.

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

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.