



YOUR NEW ROLE AT THE TRUST

**START
SOMETHING**

JOB TITLE:	Business Development Executive – Sponsorship & Commercial – Full-time Permanent	PAY BAND:
FUNCTION:	Fundraising	
THE TEAM:	The Business Development team sits within the wider Partnerships fundraising team and is responsible for developing new sustainable and high value corporate partnerships that enable The Trust to achieve its goal to support disadvantaged young people.	

WHERE YOU WILL FIT

CEO	Director of Fundraising	Director of Partner -ships	Senior Head of Business Development	Head of Business Develop-ment	Senior Business Development Manager	Business Development Manager	Business Development Executive
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

This exciting role sits within the Business Development function and at the heart of our Prince's Trust Corporate Partnership team, who are proudly driving some of the most innovative Cause Related Marketing and Fundraising products within the Charity Sector. This role is crucial to the growth of our unrestricted income which supports young people across all Prince's Trust programs. It also supports our strategic objectives to reach and engage more young people and deliver truly impactful fundraising alongside new and existing Prince's Trust partners.

WHAT WILL YOU DO?

1. Support the BD sponsorship and commercial team across a range of workstreams
2. Manage the team admin required to ensure success for commercial campaigns (such as managing status documents, managing a central inbox, invoicing, and Commercial Participation Agreements)
3. Support the Business Development and Corporate Partnerships team with finding and securing various sponsorship agreements
4. Manage prospect lists for sponsorship and commercial activity, ensuring central systems are updated with the most accurate information
5. Develop and manage campaign collateral, supporting the Manager to ensure everything is up to date and accurate
6. Work collaboratively across the organisation, liaising with and supporting the partnership managers to ensure the successful activation and delivery of the sponsorship agreements and campaign activations
7. Develop and personally manage new prospects for partnerships up to £5,000, and support team with prospects above £5,000.



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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

Experience	Why do we need this?
Proven planning and organisational skills, with the ability to manage a varied and busy workload and to work to tight deadlines.	This is an essential skill in fundraising at the Trust. Specifically for this role you will be organising a great deal of data and will need a sharp attention for detail.
Excellent relationship management and communication skills, with the ability to relate to people at all levels.	This is an essential skill in fundraising at the Trust. You will be building relationships and communicating every day.
Good written and verbal communication skills, with experience of presenting to external audiences.	This is an essential skill in fundraising at the Trust. You will be pitching and emailing external audiences and Snr Trust stakeholders every day.
Good influencing skills, with ability both to influence new prospects and manage partner expectations through their campaign journey.	This is an essential part of the sponsorship and commercial role.
Skills & Knowledge	Why do we need this?
Experience managing and updating CRM systems in a charity setting	Candidates will be responsibility for updating and managing the commercial and sponsorship team prospects and accounts.
A good understanding of customer service and/or client relationship management.	The ability to support our Account management team with their partners is key to this role.
Excellent attention to detail, with good literacy and numerical accuracy	To manage large campaign documents and ensure there are no inaccuracies
Experience of working across large networks, internally and externally, to deliver results	Our prospect approaches involve tapping into senior volunteer networks, partners and other areas of the Trust for support.

WE WOULD LOVE IT IF YOU HAVE

Experience	Why do we need this?
Experience with lists and contact management, with a high level of organisation and attention to detail	Keeping updated prospect lists and inputting detailed data sets is an essential part of the sponsorship and commercial team's success and growth.
Experience of pitching, selling, and implementing event and campaign sponsorships	To talk confidently and knowledgably about the value of campaigns
Experience of business development and/or sales/marketing.	Essential to hit the ground running- any kind of fundraising is essentially sales

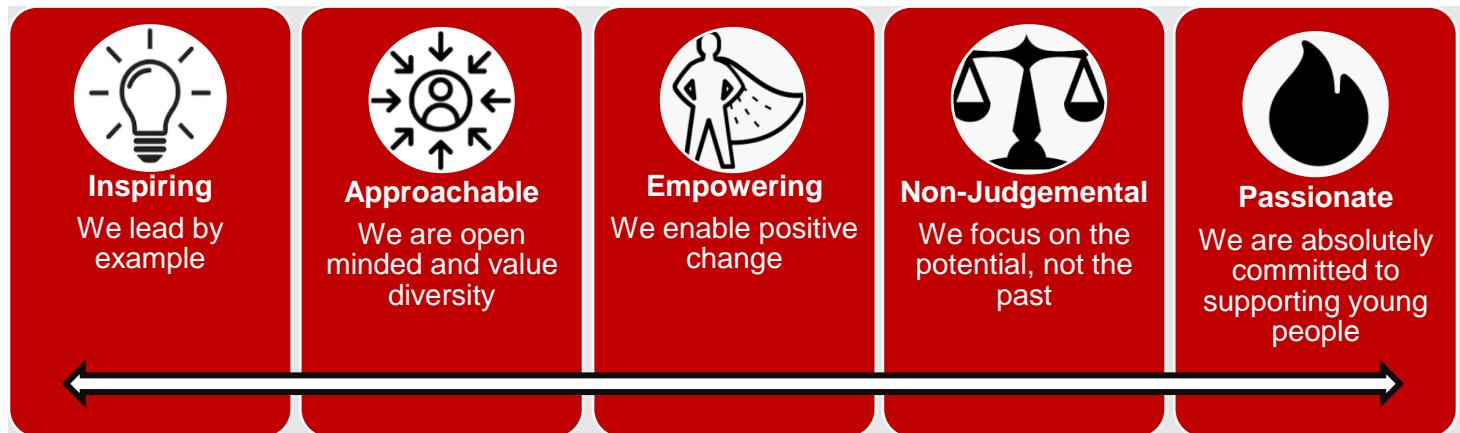
WHAT DO WE EXPECT FROM YOU?



START SOMETHING

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 GEN (Gender Equality Network), 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 at a specialist/managerial 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 through reliability and holding self accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</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 champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You role model a positive and constructive approach to giving & receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</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 and empathises with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</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.