

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Ambassadors Manager	PAY BAND:
FUNCTION:	Fundraising, Brand & Marketing	Support Delivering
THE TEAM:	The Ambassadors team build valuable relationships with celebrities, agents and publicists, and drive awareness-raising and income-generating opportunities for the charity.	Specialist/Managerial Technical Lead/Function Head Senior Leadership Team

WHERE YOU WILL FIT

Director of Brand & Marketing	Senior Head of Ambassadors	Head of Ambassadors	Ambassadors Manager
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

In this role you will work with delivery teams where we have activity directly supporting young people on programmes, you'll raise crucial funds to enable that delivery to happen, and you'll collaborate with brand, marketing and comms colleagues to help raise awareness of the charity with other young people.

WHAT WILL YOU DO?

-  Project manage key opportunities on behalf of the Ambassadors team - liaising with colleagues internally to support fundraising and awareness raising
-  Proactively identify awareness raising and fundraising opportunities for the charity as part of our Ambassadors team
-  Create briefing documents and reports to keep Ambassadors and their agents and other key stakeholders informed
-  Develop project plans and manage complex partnerships and multiple relationships
-  Liaise with celebrity agents, publicists and Ambassadors on projects and campaigns - developing relationships and supporting partnerships
-  Prioritise your own workload and help to organise the ongoing requests coming into the team
-  Keep records and spreadsheets updated, as needed, and create new spreadsheets for project management purposes as needed
-  Booking travel and other administrative tasks for Ambassadors and their teams, as required
-  Support for the Ambassadors team to deliver its fundraising and other goals, as needed, with some international as well as UK requests
-  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?
Problem solving skills and ability to prioritise	There are multiple and complex projects, campaigns and relationships to manage simultaneously
Strong communications skills	We need to communicate clearly to key stakeholders, and deliver well written reports and briefings
Attention to detail and organisational skills	Attention to detail is crucial as regularly liaising with high profile stakeholders
Relationship building skills	The role will help build key Ambassador relationships
Strategic thinking and planning	The role will be responsible for planning projects with strategic purpose
Influencing skills	As a small team, this role will be the key representative at many meetings internally and externally and will need to represent our team and our Ambassadors at times
Experience	Why do we need this?
Project Management experience	The role will need to take on end -to-end project management on behalf of the Ambassadors team for several projects over the year
Experience of working with celebrities, agents and publicists, with a track record of building collaborative projects	This is a central part of the role and experience of this is key

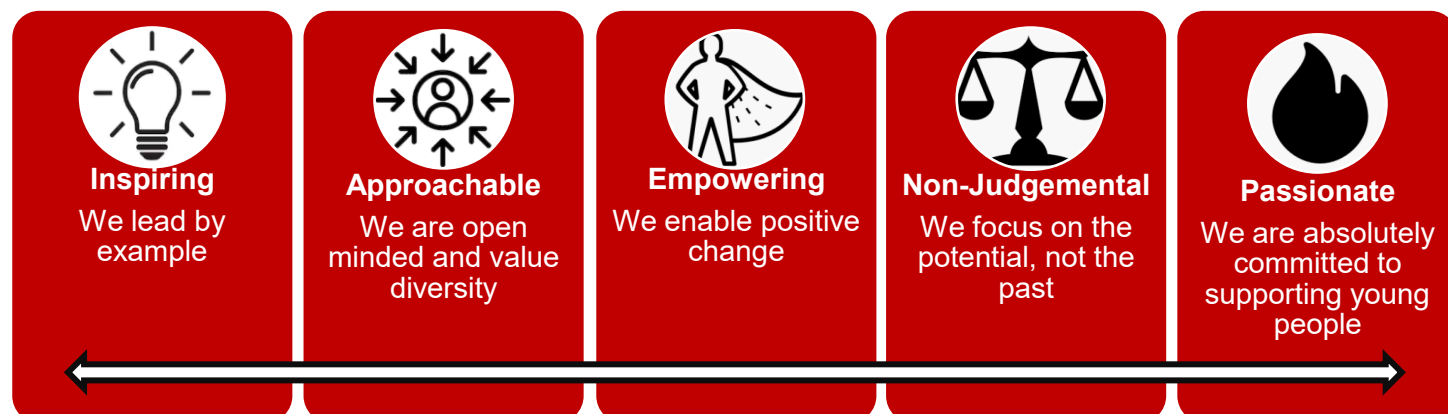
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of working on multiple priorities and competing demands	There are often competing demands and experience of managing multiple projects will help
Experience of making decisions in difficult or complex situations	This experience could help you calmly navigate some complex scenarios in this role
Experience of working with young people	Our work is all to support young people towards a better future, so experience in this area would be helpful to the role
Experience liaising with senior stakeholders	The role will be expected to project manage key activities which will involve liaising with senior stakeholders and key external stakeholders regularly
Skills & Knowledge	Why do we need this?
Knowledge of working with fundraising databases and finance systems	The role will be playing a key role to support the team in terms of our record keeping, finance and other administrative tasks
Media, social media, celebrity and entertainment sector knowledge	Awareness-raising with our Ambassadors is key - so an understanding of media and social media is strongly desirable
Creativity	You'll be responsible for developing creative ideas with talent

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 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 a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values	You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change	You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding	You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions	You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same

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.