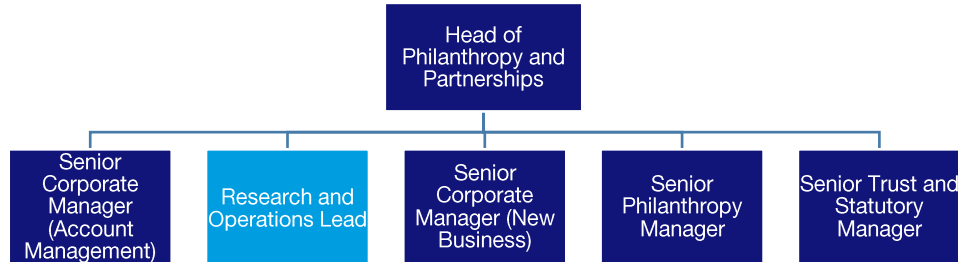
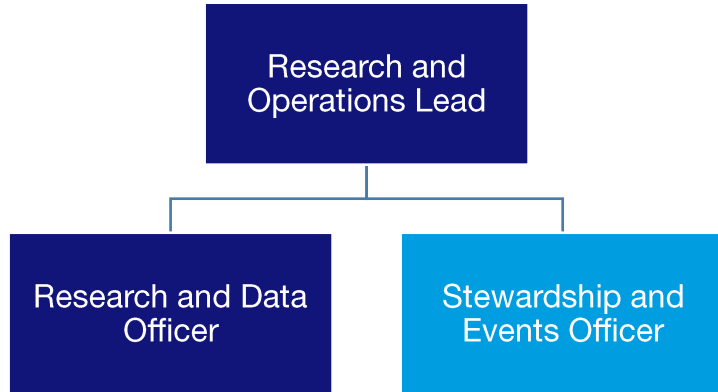


<p>Job Title Stewardship and Events Officer</p>	<p>Directorate and team This role sits in the Philanthropy and Partnerships Team in Engagement and Fundraising</p>
<p>Key focus of the role You will develop and deliver a sector leading stewardship programme, encompassing stewardship communications and events. You will ensure stewardship plans are in place for all key donors and provide excellent communication to supporters (through newsletters, organisational updates, project progress reports, etc.). This role is integral to the Philanthropy and Partnerships team cultivating strong ongoing relationships with high value supporters, resulting in ongoing financial return for the organisation.</p>	 <pre> graph TD HPP[Head of Philanthropy and Partnerships] --> SCMA[Senior Corporate Manager (Account Management)] HPP --> ROL[Research and Operations Lead] HPP --> SCMB[Senior Corporate Manager (New Business)] HPP --> SPM[Senior Philanthropy Manager] HPP --> STSM[Senior Trust and Statutory Manager] style ROL fill:#00a0e3,color:#fff </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> Develop and deliver stewardship offer for high value audience across the Philanthropy and Partnerships Team Be responsible for the delivery of all high value events and project manage stewardship events Generate content for both internal and external stakeholder, draft and edit copy 	<p>Job and reporting Line</p>  <pre> graph TD ROL[Research and Operations Lead] --> RDO[Research and Data Officer] ROL --> SEO[Stewardship and Events Officer] style SEO fill:#00a0e3,color:#fff </pre>
<p>Contractual information</p> <ul style="list-style-type: none"> Contract type: Permanent Hours: 35 Pay range: Band: 6 	
<p>Key working relationships internal Philanthropy and Partnerships team, wider Engagement and Fundraising Directorate, key delivery teams across the organisation such as Marcomms and Brand and Creative.</p>	
<p>Key working relationships external High value supporters (including Corporates, Trusts and Philanthropists), Senior Volunteers, Agencies, Consultants and Service Providers as required</p>	

All jobs at Diabetes UK are based on a 10-factor competency framework called the **What-How Framework**. We've listed the key activities you'll undertake and the skills, knowledge and behaviours you need to be successful in this role. We've summarised these using four key competency areas in each section, however once appointed, you are expected to meet the requirements of all 10 factors. We'll explain this to you during your induction period. All elements listed below are essential requirements unless shown as (desirable).

Key activities – What you need to do

Delivering Objectives	Collaborating with others	Improving Delivery	Building external relationships
<ol style="list-style-type: none"> 1. Support the Research and Operation Lead with the development of stewardship products, and track and monitor activities across the team 2. Draft and edit copy for internal and external audiences (e.g. Annual Report, Newsletters, Internal comms, Website and Intranet) 3. Develop and maintain a toolkit to support the team with the production of donor progress and impact reports 	<ol style="list-style-type: none"> 4. Support internal stakeholders with the delivery of critical stewardship and cultivation activities by repurposing content and communications activity for a high value audience 5. Engage with cross-organisational groups that focus on supporter engagement, cultivation and stewardship. 6. Provide administrative and communications support associated with wider partnership governance. Support with ad hoc, whole team administration requests 	<ol style="list-style-type: none"> 7. Work with the Philanthropy and Partnerships team to review and strengthen relationships with high-value donors, resulting in partnership renewals and donation uplifts 8. Track and monitor stewardship activity across the team, ensuring consistent good practice and minimum stewardship requirements are met 9. Maintain accurate, up to date information management, including clean and accurate records on the fundraising database, ensuring all stewardship communications are logged 	<ol style="list-style-type: none"> 10. Ensure timely and accurate delivery of stewardship plans through giving circle membership and other stewardship vehicles and tools 11. Develop and deliver a calendar and stewardship events. Manage all aspects of event delivery (e.g. guestlist, briefings, venues etc.), working with account managers as needed 12. Where requested by the Operations Lead, support with planning and delivery of prospecting events

Skills, knowledge and behaviours – How you need to do it

Delivering Objectives	Managing and Developing Self	Communicating with Others	Improving Delivery
<ol style="list-style-type: none"> 1. Creative with excellent written and verbal communication skills, particularly the ability to write engaging and inspiring communications 2. Methodical approach to work and excellent time-management and organisation skills 	<ol style="list-style-type: none"> 3. Work independently and drive the completion of multiple projects simultaneously, prioritising workload to meet deadlines 4. Full IT literacy and ability to use a CRM system and maintain a database 	<ol style="list-style-type: none"> 5. Communicate effectively to build relationships with senior external stakeholders and donors/prospects 6. Work collaboratively with colleagues across various departments and help the team to achieve its goals demonstrating outstanding interpersonal skills 	<ol style="list-style-type: none"> 7. Experience in sourcing material, in order to develop, copywrite and edit content 8. Develop and maintain information systems 9. Knowledge of the current General Data Protection Regulation and Fundraising Code of Practice 10. Desirable experience in working in High Value Fundraising or Special Events Teams

Qualifications – Qualifications you need to carry out this role

n/a