

EVENTS SALESPERSON

Salary: Highly Competitive (dependent on experience)

Contract: Fixed Term (Three Months), 37.5 hours

Location: London

Start Date: As soon as possible

The Outward Bound Trust

The Outward Bound Trust is an educational charity that helps young people defy their limitations through learning and adventure in the wild.

The Fundraising team raises £7m a year to provide bursary support for disadvantaged young people to participate in our residential courses, and towards capital requirements across the Trust. The team of 15 is based across three locations at Waterloo, London, Head Office in Hackthorpe, Cumbria and Glasgow, Scotland.

Job description

In a nutshell....

The Outward Bound Trust is producing a ground-breaking International event that will garner global news coverage and become an iconic fundraising moment in history.

Responsibilities

This is a 3-month contract role suited to an ambitious, driven, and confident individual who has significant and appropriate sales experience. This role will include the following but is not limited to:

- Working closely with a Researcher and the Project Lead to target relevant individuals and organisations to be involved in the project.
- Making bespoke approaches to High Net Worth Individuals and Major Corporate leaders across the world.
- Accurately tracking all activity in a simple and effective way.
- Preparing meeting briefs and proposals around the scope of the project.
- Building compelling sponsorship packages for organisations around the event.
- Holding face to face meetings and calls with individuals and organisations, working closely with the Project Lead.
- Working with other project stakeholders where relevant.

Person Specification

Essential

- Identify with the values of The Outward Bound Trust
- Ability to write clearly and concisely, and to produce meticulously presented copy
- Ability to engage well with funders by email, letter, over the phone and face-to-face
- Methodical and highly organised approach, with ability to keep clear records of tasks undertaken, to plan ahead to meet deadlines, to manage and prioritise workload effectively
- Proven team player, willing to accept additional responsibility, show initiative and proactively work to exceed targets
- Working knowledge of MS Office applications - Word, Outlook and Excel

Desirable

- Experience of working with a database and email marketing systems would be an asset for this position, but is not essential.
- Previous experience of working to a financial target and of managing your workload to successfully achieve this.

If we offer you the job

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits

Starting salary highly competitive (dependent on experience)

- Annual leave of 24 days pro-rata, plus bank holidays
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- Personal Accident Insurance while at work or commuting.

How to apply

To apply for this job please send an expression of interest (no longer than two sides of A4) saying why you're the person for this job as well as a copy of your up-to-date CV by 5pm on Friday 13th October. Contact details: a.bolchover@outwardbound.org.uk

If you're shortlisted for the job, initial telephone interviews will take place on w/c Monday 16th October and if successful at this stage, a face-to-face interview in London.