

Job Description: Interim New Business Corporate Partnerships Manager

Duration:	3 months
Reporting to:	Head of Partnership and Philanthropy
Department:	Partnerships and Fundraising
Salary:	£30,000 - £36,000, depending on experience
Location:	London with some UK travel (this role is currently on a work from home basis due to COVID-19 restrictions)

Purpose of the job

Reporting directly to the Head of Partnerships and Philanthropy this role is an exciting opportunity for an outstanding individual to join the growing Fundraising team at UK Youth. This role will focus on identifying new income generation opportunities with Corporate Partners across strategic, commercial and charity of the year style collaborations. You will work closely with the Head of Partnerships and Philanthropy to develop existing warm opportunities as well as identify new ones.

About UK Youth and the context for this role

UK Youth is a national charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We provide infrastructure support to more than 5,500 local youth organisations, collectively reaching 1.6 million young people and we deliver high quality skills development programmes, ranging from employability to STEM and the Arts. We are lucky to have the support of well-known and highly respected corporate brands including Microsoft, Google, LinkedIn and Oliver Bonas.

You will be joining UK Youth at a pivotal point in our 100-year history as we embark on a new strategy with big ambitions. As a national organisation with a growing public profile, we will be doubling our efforts to drive increased investment and support to local youth services who are supporting some of the most vulnerable and disadvantaged young people in the UK. This work has never been more needed in the wake of a global pandemic.

To ensure we can deliver on these ambitions, new income generation and partnership development are critical. Are you ready to join us and take on the challenge?

Why work at UK Youth?

We are a value-based, passionate and committed organisation offering a friendly working environment with lots of opportunities for professional development and socialising (even whilst we are all working remotely!) from lunch and learn sessions, staff quizzes to virtual coffee meet ups.

UK Youth prides itself on being an Equal Opportunity employer and we would particularly welcome applications for this role from those who identify under one of the protected characteristics under

the Equality Act 2010, which include race, age, disability, gender, religion or belief, and sexual orientation.

We value the differences that a diverse workforce brings and are committed to inclusivity, and to employing and supporting a diverse workforce. Our selection procedures ensure that people are treated on the basis of their relevant merits, experience, skills and abilities and that no individual receives more or less favourable treatment. We can offer flexibility through the interview process and endeavour to accommodate the candidate's needs.

We are committed to investing in the personal and professional development of everyone at UK Youth. Every staff member is entitled to 1 day paid development per calendar year in addition to the 2 days charity wide staff training days, as well as volunteering, leave one full day or two half-days per calendar year.

Key responsibilities

- Lead on identifying and developing new business opportunities with corporate partners; making proactive approaches and attending relevant networking events
- Build a good understanding of all UK Youth's work to identify projects and activities of interest to potential partners
- Work closely with the Head of Partnerships and Philanthropy to develop the corporate partnerships offer beyond income generation, identifying opportunities for corporate partners to offer their skills and expertise to further UK Youth's charitable objectives
- Lead on developing high quality funding proposals and pitches, project managing the entire process and bringing in necessary expertise from across different departments
- Ensure that warm relationships with prospective partners are strengthened with regular communications and by providing ample opportunities for prospective partners to learn more about our work
- Ensure all donations are accurately recorded and recognised, working closely with the finance team
- Ensure that the CRM is up to date and accurate at all times
- Keep up to date with trends, research and data on fundraising and corporate partnerships, helping to inform long-term strategy.

Events, marketing and communications

- Play a key role in the creation of impactful supporter communications, working closely with the Partnerships and Fundraising team and other teams across the organisation as required
- Work closely with the marketing and communications team to develop ways to promote partnership opportunities with UK Youth across our social media channels
- Work closely with the events team to ensure that prospective partners and warm leads have ample opportunity to engage in our work
- Identify opportunities and positively contribute to raising the profile of the charity
- Attend external networking events and conferences to raise the profile of UK Youth's work and meet potential donors.

Budget and Line Management

- Manage and operate within the agreed business plan and budget to ensure that UK Youth fundraising targets are met
- Attend one to one meetings and appraisals with the Head of Partnerships and Philanthropy.

General Responsibilities

- Professionally and positively represent the organisation at all times
- Attend and participate proactively in staff meetings, team meetings and other meetings as required
- Work effectively with colleagues to achieve the aims and objectives of the charity
- Support organisation-wide initiatives to facilitate cross-team working
- Proactively contribute to the effectiveness of meetings, knowledge sharing and staff development
- Take reasonable care of their own health and safety and for that of others who might be affected by his/her own work, as required by law and described in the relevant operating procedures and policies
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Key working relationships

The post holder is responsible for working with a wide range of individuals and organisations. These include:

- Prospective and current corporate partners
- Chief Executive, other Directors and other staff of UK Youth
- UK Youth's Trustees
- UK Youth's Network including youth workers and young people

Statement

I accept the terms of the above job description.

Signed Individual

Date

Signed Line Manager

Date

Person Specification: Interim Corporate Partnerships Manager

Experience

- Demonstratable experience of working in the voluntary sector
- Proven track record of corporate partnerships fundraising with a particular focus on new business partnerships that creates a long-term value
- Successful experience of fundraising for youth causes
- Experience of working in a busy and deadline-driven work environment
- Demonstratable experience of managing corporate partnerships, and securing new corporate partnerships

Knowledge, skills and understanding

- Confident to engage staff across the organisation to assist in fundraising
- Skilful to operate across a number of different fundraising areas
- Able to build relationships quickly and effectively
- Highly developed verbal communication skills
- Excellent written communication skills and an ability to produce compelling and creative proposals and pitches
- High attention to detail and accuracy when completing complex projects
- Excellent planning and organisation skills and the ability to work to deadlines under own initiative
- Basic analytical and project management skills with proven experience of meeting and juggling multiple activities simultaneously
- Well-developed IT skills, including Microsoft Office
- Experience of using a donor database/ CRM system
- Knowledge of governance and regulations related to corporate partnerships
- Empathy with the needs of young people and the work of UK Youth

Personal qualities

- A pro-active approach, self-motivated and enthusiastic with initiative and commitment to achieving results
- Flexible approach to work including willingness to work irregular hours when needed
- Excellent interpersonal skills
- People-person with a knack for influencing and negotiating
- Excellent organisation and time management skills
- Passion for fundraising and youth sector.