

## Partnerships and Philanthropy Officer

**Duration:** Short-term contract (three months)

**Salary:** 03, London, £28,000

**Location:** Flexible

**Reporting to:** Grants and Contracts Manager

**Department:** External Relations

**Key working relationships:** Head of Partnerships and Philanthropy, Corporate Partnerships Manager, Corporate Partnerships Account Manager, Corporate Partnerships Officer, Grants/Contracts Manager, Philanthropy & Appeals Manager, Events Team, Digital, Marketing and Comms team, Volunteer Engagement Manager and wider Collective Action Team.

**Job description:** This is an exciting and busy time to be joining UK Youth as we deliver our ambitious new strategy 'Unlocking Youth Work'. This role is currently a short-term contract with a focus on prospect research and bid writing.

### Purpose of the job

This is an exciting and busy time to be joining UK Youth as we deliver our ambitious new strategy 'Unlocking Youth Work', working to ensure more young people can benefit from the life-changing impact of youth work and advocating for increased investment and support for thousands of local youth organisations across the UK.

This role is currently a short-term opportunity with the purpose of supporting the Partnerships and Philanthropy Team to undertake thorough research and prospecting into new funding opportunities and coordinating the bid and pitch process. The role will also be required to support on bid writing and reporting with a focus on Trust and Foundation and Corporate income streams.

### Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

### Key responsibilities

- Undertake research and prospecting to identify new opportunities for funding.
- Support the coordination of the bid writing process including the due diligence process on new funding opportunities.
- Support with bid-writing and reporting to existing funders.

### Other area of responsibilities

## Income Generation

- Ensure accurate recording of all activity internally through the use of the CRM and relevant plans.
- Research and analyse data and trends to help inform strategy and business plans, contributing to lessons learnt into the design teams and continuous learning approach
- Keep up to date with relevant business news and strategic shifts or developments at each partner and seek out opportunities to broaden your knowledge.
- Support the Grants and Contracts Manager with the review and analysis of the pipeline process ensuring accuracy of data.

## Digital, Engagement and Communications

- Work closely with the Digital, Marketing & Communications team to improve our communications to supporters with a focus on more powerful storytelling and use of digital
- Work closely with the Digital, Marketing & Communications team to develop ways to promote, showcase and celebrate opportunities with UK Youth across our social media channels and other digital platforms,
- Support the Managers to ensure the attendance of partners at UK Youth events maximising the opportunity to improve engagement and demonstrate the impact of our work and their connection to our cause
- Work with the Events team to ensure engagement from supporters.

## Strategy and Performance

- Manage and operate within the agreed business plan and budget to ensure that UK Youth income targets are met;
- 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,
- Ensure all fundraising activities meet fundraising and data compliance standards
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

## Officer behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work.
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture

- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach.

## Person Specification: Partnerships and Philanthropy Officer

### Experience

- Experience of undertaking research/prospecting
- Experience of supporting or leading on a funding bid, pitch or equivalent project
- Experience of working in a busy team across multiple projects
- Experience of working within a fundraising or similar team

### Knowledge, skills and understanding

- Knowledge of the fundraising and/or commercial market
- Knowledge of the needs of young people, the youth sector and UK Youth
- Excellent written and verbal communication
- Excellent IT skills including use of Microsoft Office Outlook, Word, Excel and PowerPoint
- Excellent organisational skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently

### Personal qualities

- A 'can do' and flexible approach with ability adapt to changing priorities, including a willingness to travel and work occasional evenings and weekends when necessary
- Outcomes focused and target driven
- Passionate about supporting young people
- Strong storyteller and communicator
- Honesty and integrity
- Brave and ambitious
- Open to new ideas and creative thinker

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.