

Partnerships and Philanthropy Officer

Duration: Full time, permanent

Salary: 03, £29,512 per annum

Location: Hybrid with London Base

Reporting to: Grants and Contracts Manager

Department: External Relations

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

Purpose of the job

This is an exciting and busy time to be joining UK Youth as we deliver our ambitious 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 will play a key role in supporting the Grants and Contracts Manager to undertake thorough research and prospecting into new funding opportunities, making warm and cold approaches to establish interest in UK Youth's work and coordinating the application process to small and medium sized Trust and Foundations. There will also be opportunity to gain experience in corporate fundraising by supporting the wider Partnerships and Philanthropy team.

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 for young people.

By 2025, through the unlocking of impactful, high-value, multi-year partnerships, we will have driven more than £30 million in critical funding to local youth organisations. In addition, we will have upskilled and invested in the development of thousands of youth workers and directly supported more than 1 million young people across key themes such as social action, mental health, employability and outdoor learning. We are already well on our way to achieving these ambitious goals but we need talented individuals to join our team to help fully realise these ambitions. Are you looking to take on a new challenge? Are you proactive, self-motivated and want to develop your influencing and communication skills to help us unlock new funding partners? This could be the perfect role for you!

Key responsibilities

- Support the Grants and Contracts Manager to undertake high quality research and prospecting, building the pipeline of new opportunities and securing new multi-year grants from Trusts and Foundations.

- Support with the planning and engaging stages of new prospective funders, including proactively making warm and cold approaches to introduce UK Youth's work.
- Support the coordination of the proposal development processes for small to mid-sized Trust and Foundation funding opportunities, working collaboratively across different departments at UK Youth.
- Lead on completion of the due diligence process for new partnership opportunities in line with UK Youth's ethical fundraising policy.
- Lead on the management and upkeep of the prospect pipeline, ensuring activity is accurately recorded on the CRM.

Other area of responsibilities

Income Generation

- Support the Grants and Contracts Manager with research and analysis of data and trends in Trust and Foundation fundraising, helping to inform strategy and business plans.
- Occasionally support with pipeline development, pitch development and bid writing for other income sources such as corporate fundraising.
- Proactively seek out opportunities to broaden knowledge of fundraising and attend networking events with peers and prospective partners.
- Work closely with the Engagement Team to ensure warm prospects are given ample opportunity to gain a deeper understanding of UK Youth's work by invitation to events or project visits.

Digital, Engagement and Communications

- Work closely with the Digital, Marketing & Communications team to improve our communications to supporters with a focus on digital storytelling.
- Work closely with the Digital, Marketing & Communications team to develop ways to promote, showcase and celebrate opportunities to partner with UK Youth across our social media channels and other digital platforms.

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 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 charity sector
- 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.