

## Job description: Corporate Partnerships Officer (Account Management and New Business)

**Duration:** Permanent

**Salary:** £34,861 per annum

**Location:** Flexible with some travel to London and nationwide required

**Reporting to:** Corporate Partnerships Manager

**Department:** External Relations

**Key working relationships:** Head of Partnerships and Philanthropy, Corporate Partnerships Manager, Events Team, Digital, Marketing and Comms team, Volunteer Engagement Manager and wider Collective Action Team, Ambassadors, CEO, Senior Leadership Team and Trustees, supporters

### Purpose of the job

At UK Youth, we believe every young person should have access to the opportunities they need to thrive and be empowered to contribute at every stage of their lives. This role provides an exciting opportunity to join UK Youth and play a key role in driving forward our new strategy to 2025 'Unlocking Youth Work'.

As a Corporate Partnerships Officer, you will be joining a supportive and highly ambitious Partnerships and Philanthropy Team sitting within the wider External Relations Department. You will be leading on the relationship management of a portfolio of mid to high value Corporate Partnerships, building on your knowledge and expertise across relationship management and proactively spotting opportunities to maximise employee fundraising and non-financial support through skills-based volunteering and pro bono projects. You will split your time between relationship management of existing partnerships and new business, supporting this team to conduct thorough prospect research into our priority sectors, make approaches to prospective partners and supporting with the development of bids and pitches.

### 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

- Leading on the relationship management and stewardship of a portfolio of UK Youth's mid-high value Corporate Partnerships, maximising income and other mutually beneficial opportunities across in-kind, volunteering and pro bono.

- Championing the partnerships internally to ensure the partnership's expectations are delivered and exceeded. This includes working with the Corporate Partnerships Manager to secure engagement from Senior Leadership and leading internal working groups with relevant colleagues across Digital, Marketing and Communications, Engagement (including Individual Giving and Events), Volunteering, Design and Delivery and Research and Impact.
- Support the new business team with prospect research, helping to build a strong pipeline of new, well-researched opportunities that have strong alignment with UK Youth's funding priorities.
- Support the new business team with making approaches to a list of well-qualified prospects delivering high quality pitches and propositions to secure new partnerships.
- Support the overall Partnerships and Philanthropy Team with ad hoc administrative duties including reporting on pipeline and data base management.

## Other area of responsibilities

### Income Generation

- Produce high quality written communications and reports for partners.
- Maintain individual account plans for partners and ensure accurate recording of all activity through the use of the CRM.
- Keep up to date with trends impacting the corporate sector and business/charity collaborations to build understanding and spot new opportunities to generate income.

### Digital, Engagement and Communications

- Work closely with the Digital, Marketing & Communications team to spotlight partners and celebrate success of our partnerships across our social media channels and website.
- 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.
- Strengthen external relationships by proactively seeking out relevant opportunities to network, attend external events and identify speaking opportunities.

### Strategy and Performance

- Work to a set of KPI's as agreed with the Corporate Partnerships Manager to ensure income targets are met or exceeded across your responsibility in account management and new business.
- 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: Corporate Partnerships Officer

### Experience

- Experience of account management or equivalent relationship-based roles in fundraising, events, sales or marketing environment.
- Experience/understanding of delivery successful employee engagement activities such as skills-based volunteering and pro bono.
- Experience/understanding of influencing through impactful written and/or verbal communication
- Experience of conducting prospect research or equivalent.

### 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 interpersonal skills including relationship building, influencing and negotiating with a wide range of people, using tact and diplomacy.
- 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.

### 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
- Ability to work proactively and independently
- 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.