

SAINT FRANCIS HOSPICE
CORPORATE PARTNERSHIPS LEAD
JOB DESCRIPTION



JOB TITLE	Corporate Partnerships Lead
GRADE	4
REPORTS TO	Corporate Partnerships Manager
KEY RELATIONSHIPS	Director of Income Generation Head of Major Gifts and Partnerships Corporate Partnerships Manager Marketing Campaigns Manager Local Engagement Manager Events and Stewardship Manager Development and Acquisition Manager All Fundraising and Marketing staff Saint Francis Hospice supporters The general public External suppliers and contractors
RESPONSIBLE FOR	This role does not have line management responsibility

JOB SUMMARY

Reporting to the Corporate Partnerships Manager, the post holder will be responsible for coordinating and administering corporate fundraising partnerships and income. The role will be responsible for the day-to-day management of agreed corporate partnerships with a focus on excellent customer service and stewardship and will involve taking the lead on variety of fundraising campaigns, appeals and activities to engage new and existing supporters

MAIN DUTIES AND RESPONSIBILITIES

- Responsible for the production of detailed project plans for campaigns/activities as required.
- Responsible for the delivery and evaluation of agreed projects, including monitor schedules and plans to ensure each project is on schedule, updating schedules and plans in real time and implementation deadlines are met,
- Responsible for supporting the production and distribution of corporate fundraising materials.
- Responsible for working with the Marketing Campaigns Manager and marcomms team to ensure the timely design and delivery of corporate partnership products, activities and ensure schedules are updated accordingly.

- Responsible for ensuring the Data & CRM Manager is kept abreast of the activity plan and timings, and to work through any logistical issues for processing and support.
- Maintain full and accurate reporting and financial processing
- Responsible for developing and maintain excellent relationships with staff, volunteers, supporters and suppliers to increase understanding and awareness of the work and funding needs of Saint Francis Hospice and to increase the support given.
- Responsible for ensuring that all relevant teams are fully briefed on corporate partnership activities and events.
- The post holder is required to work closely with all relevant staff on achieving overall team targets for the Fundraising Team.

Other Duties

- Support and attend Fundraising team and/or planning meetings and provide administrative support as required.
- Carry out any other duties appropriate to the position and undertake any further activities relevant to the role of the Hospice as and when requested by the line manager and Head of Major Gifts and Partnerships
- To participate in hospice education and training programmes

ADDITIONAL REQUIREMENTS OF POSTHOLDER

SENSITIVITY AND PROFESSIONALISM: As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with individuals in our care, their loved ones and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

CONFIDENTIALITY: The post holder must maintain confidentiality, security and integrity of information relating to individuals and their loved ones, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

DATA PROTECTION: It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

EQUAL OPPORTUNITIES: The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

HEALTH AND SAFETY: All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This document sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

HOSPICE IDENTITY BADGES: Hospice ID badges must be worn at all times whilst on duty.

SMOKING: The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

REGISTRATION COMPLIANCE/CODE OF CONDUCT:

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

WORKING TIME REGULATIONS: The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

Please note that this job description is not definitive or restrictive in any way. It is a guide to the responsibilities of the role. It may be reviewed, in consultation with the post holder, in light of changing circumstances and the changing needs of the Hospice.

The post holder will be expected to perform any other such duties as might reasonably be required by the Director and will work in accordance with all Hospice Policies and Procedures.

In an emergency, all staff may be required to work different hours or carry out different tasks to those set out in their contracts of employment. This will be done in consultation with individuals and taking into account any special circumstances that may exist.

PERSON SPECIFICATION

JOB TITLE – CORPORATE PARTNERSHIPS LEAD

E = ESSENTIAL	D = DESIRABLE
Demonstrating the Hospice Values – Collaborative, Compassionate, Creative	
Compassionate – we are a caring team, kind to each other and put the needs of individuals and their loved ones at the heart of what we do.	E
Collaborative – we value working in partnership across our communities and are proactive about nurturing relationships with our stakeholders.	E
Creative – we are forward-thinking, adaptable in our changing world and embrace change and innovative ways of working.	E
Qualifications & Training	
Educated to level 3 qualifications (A level, BTEC, NVQ, apprenticeship)	E
Skills/Abilities/Knowledge	
Excellent written and oral communication skills – with the ability to interpret complex information across a range of activities or areas and communicate effectively to a wide range of audiences and levels of understanding.	E
Excellent planning, organisational and project management skills – able to plan and organise a broad range of activities	E
Highly collaborative, up, across and down and contributes effectively to a team environment and culture.	E
Ability to use a CRM system such as CHARITY CRM or similar; to produce income and monitoring reports to evaluate.	D
Experience of delivering high quality customer service	E
Knowledge and understanding of acquisition and retention of customers or supporters	D
Knowledge of gambling rules and regulations, charity law in relation to fundraising and the Fundraising Regulations and the ability to apply practically	D
Ability to track income performance and to report to management on a weekly, monthly or campaign basis with formal reporting on a monthly basis	E
Experience	
Experience of planning and delivering successful fundraising campaigns	E
Experience of, managing the implementation of complex projects, working to deadlines and targets in a dynamic environment with often changing priorities	E
Excellent IT skills including Excel, Word, PowerPoint and Outlook	E
Experience of monitoring campaign income and expenditure budgets	E
Budget and target aware	E
Other Requirements	

Ability to maintain and understand the importance of confidentiality	E	
Willingness to take on new responsibilities and respond positively to change	E	
Willingness to work flexibly and to support the fundraising department in the achievement of its KPI's.	E	
Sympathetic to the aims and vision of the Hospice	E	
Must feel comfortable working in a Hospice environment	E	

I confirm that I have read the Job Description/Person Specification, and the duties contained therein and accept the conditions of this role.

NAME:

SIGNATURE:

DATE: