Corporate Partnerships Manager
Job description & person specification

July 2020
An introduction to London Youth

We are London Youth. A charity on a mission to improve the lives of young people in London, challenging them to become the best they can. Young people need opportunities outside school to have fun with their friends, to learn new skills, to make a positive change in their communities and to shape the city they live in.

Last year, we worked with over 27,000 young people through our sports development, employability, youth action and involvement, arts and outdoor education programmes.

Throughout our history, community youth organisations have provided a constant lifeline and a vital safe space outside the family and formal education, where young people can develop confidence, resilience and skills.

Our vision is that all young Londoners grow up healthy, able to express themselves, navigate a fulfilling career and make a positive contribution in their communities. Our mission is to support and challenge young people to become the best they can be; developing their confidence, resilience and relationship skills.

We do this with, and through, our network of community youth organisations and at our two residential centres. We look to work with all young people, focusing particularly on those who wouldn’t otherwise have access to the kind of opportunities we offer.

Because good youth work works.

The team and role

This is an important time to join London Youth’s fundraising team as we support young Londoners and youth organisations to navigate their way through the immediate and longer term effects of the Covid-19 pandemic. As part of our response, we are also implementing a longer term strategy to professionalise and expand our fundraising team from four to seven people and grow our unrestricted income.

This is a crucial hands-on role in the heart of the team encompassing both relationship management and new business development with the corporate sector. We are expecting the successful candidate to have the following skills:

- proven new business development know-how, with the experience to develop new income generating opportunities and the completer-finisher skills to ‘close’ the deal
- strong written communication skills, with experience developing strong applications and composing compelling proposals for potential partners;
- a track record of effective account management with corporate partners contributing more than £100k a year of income;
- polished communication and people skills to champion, and act as an ambassador for London Youth in the business world, including preparing and leading presentations and pitches;
- experience of working with internal stakeholders and operational teams to help ensure partnership deliverables are met
Role Description

Role title: Corporate Partnerships Manager
Accountable to: Currently Head of Development, will pivot to Head of Partnerships and Philanthropy within the new team structure which is likely to be established within the next 6-9 months

Leading on corporate fundraising (50% of the role)
- Lead corporate new business development – developing a pipeline of opportunities for support, and implementing approaches with the involvement of senior staff where required
- Account manage existing corporate partnerships
- Work alongside other London Youth teams to ensure we deliver our objectives for current corporate partners
- Develop our corporate fundraising plans to ensure we can meet the targets within our 2020-23 fundraising strategy

Supporting programme and unrestricted fundraising (30% of role)
- Support other programme fundraising as required
- Meet corporate unrestricted income target of £130k in 2019-20
- Leverage corporate relationships to maximise challenge event income

Event management (10% of role)
- Develop and manage events to engage existing and new supporters
- Manage fundraising related events hosted by our Patron and President
- Maximise fundraising opportunities from the London Youth Awards

Ensuring our supporters’ experience is positive and exemplary (10% of role)
- Manage funder visits to London Youth members and programmes
- Champion exemplary communications with all London Youth’s funders
- Effective use of our CRM to maintain up to date info on current supporters

Corporate responsibilities cutting across tasks set out above
- Contributing to the formation of annual plans and budget
- Reporting regularly on actual versus planned performance
- Providing data to budget holders for monthly forecast outturn figures
- Preparing thoroughly for one to one meetings and annual appraisal with your line manager
- Taking responsibility for your ongoing professional development
- Understanding and supporting the vision, mission and aims of London Youth
- Contributing to the formulation and delivery of London Youth’s strategic development plans
- Committed to and actively promoting London Youth’s policy and procedures to value and respect diversity and inclusion in all aspects of their duties and working relationships
- Managing resources to the highest standards and act as a custodian of best practice
- Maintaining awareness of your own and others’ Health and Safety, and comply with London Youth’s Health and Safety and Safeguarding policies
Person Specification

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in Part One of the person specification. These responses will be developed and discussed with those candidates invited for interview, together with the other criteria listed in Part Two.

The successful candidate will have the following skills, experience and attributes:

Part One: Knowledge and Experience
- Proven track record of successfully fundraising at least £100k+ per year in last 12 months
- Demonstrable oral communication and presentation skills
- Experience of managing large £100k+ corporate relationships
- Experience of acting as an organisational ambassador in a range of outward facing contexts
- Strong written communication skills and experience in developing compelling proposals and applications
- Proven project management skills
- Able to work independently, multi-task and prioritise a busy workload
- Able to work with and get the best from internal stakeholders to ensure we meet corporate partnership objectives
- Awareness of new Fundraising Regulatory framework

Part Two: Attributes and Behaviours
- Passionate and demonstrably committed to improving the lives of young people
- A commitment to quality and attention to detail
- Ability to work on your own initiative
- A highly competent team worker
- Discretion and the ability to maintain confidentiality
- Willingness to learn new skills
- Ability to work in a changing and flexible organisation
- Willingness to work occasional evenings
| Terms and conditions |

Location: Pitfield Street, Hoxton, London

Hours: This role is available on a full-time (37.5 hours per week, Monday to Friday) or part-time / flexible basis

Salary: £38,031 for 37.5 hours a week/pro rata for part-time roles

Leave: 26 days pa, plus 5 ‘closure days’ to be taken at specified times of the year when the office closes as well as 8 bank holidays. Leave entitlement will be calculated on a pro-rata basis for part-time employees.

Pension: London Youth complies with the employer pension duties concerning pension auto-enrolment in accordance with Part 1 of the Pensions Act 2008. London Youth currently uses The People’s Pension as its pension vehicle and once you are eligible for auto-enrolment or opt into the scheme, London Youth will make employer contributions of 4% into the scheme on your behalf. You will be required to make contributions to your pension account also in accordance with the requirements of auto-enrolment

Term: Ongoing
London Youth
47-49 Pitfield St,
N1 6DA
londonyouth.org
@LondonYouth