



Job Description for Corporate Partnerships Officer

Job Title:	Corporate Partnerships Officer
Reporting to:	Corporate Partnerships Manager
Location:	175 St John Street, London, EC1V 4LW
Hours:	35 hours per week

Place2Be is the leading children's mental health charity providing in-school support and expert professional development to improve the emotional wellbeing of children and young people, families, teachers and school staff.

We provide emotional and therapeutic services in over 600 primary and secondary schools in England, Scotland and Wales, reaching a school population in excess of 350,000 children - building children's resilience early in life through counselling, creative work and play.

Our teams provide a range of services in our partner schools to build resilience early in life through counselling, creative work and play and support a child's ability to engage in school life. Our work, focused on early intervention, is part of the 'comprehensive CAMHS system'.

Through our professional development programme, we are training c1200 Counsellors on Placement each year who build their mental health and counselling skills and experience through practice in our partner schools. We also provide a range of professional development programmes on mental health and wellbeing for school leaders, teachers and other professionals who work with children and young people, so we can help to build 'mentally healthy' schools and communities where all children can thrive and flourish.

We continue to pilot, trial and explore new ways in which we can develop our practice as well as share learning, expertise and findings from the robust evidence and evaluation we gather. HRH The Duchess of Cambridge is our Royal Patron and Place2Be is one of the founding charity partners of Heads Together. We also work collaboratively with a range of charities and expert organisations to leverage best-in-class knowledge and expertise to inform, develop and improve outcomes for the children, families and schools we support.

We ask our staff team to share our core values of perseverance, integrity, compassion and creativity, and to have the skills and patience to support some of the UK's most vulnerable children and families.

Overall purpose

We are looking to recruit an exceptional Corporate Partnerships Officer to grow our corporate fundraising portfolio. You will be joining a small but dynamic team consisting of a Head of Corporate Partnerships, two Corporate Partnerships Managers and another Corporate Partnerships Officer. We have achieved significant growth in the past few years, securing a number of high-value partnerships such as Citibank and Swiss Re. The team has a 19/20 target of £2.2 million.

At a time when interest in children's mental health has never been stronger, this is an exciting time to be joining our dynamic organisation and make a real and tangible difference to children's futures.

Overview of the role

This is an existing role within the corporate partnerships team and is needed to support the growth of the team. The role will be split between new business – researching, prospecting and developing new opportunities - and account management; you will have your own portfolio of partnerships and will support the team to deliver larger partnerships. You will manage engagement activity with our corporate partners including events with schools and mental health lunch and learn seminars.

Proactive, results-driven and commercially aware, you will enjoy collaborating with others for the good of a business. Good administrative, organisational skills and strong written skills are essential.

Key accountabilities

- With the support of the Corporate Partnerships Manager, deliver on areas of new business research including identifying and researching prospects, help managing a pipeline and developing tailored propositions.
- With the support of the Corporate Partnerships Manager, manage a portfolio of corporate partnerships, delivering first class stewardship to increase engagement, value and longevity of support.
- Provide support to Corporate Partnerships Manager and the Head of Corporate Partnerships for high value corporate partnerships including through Charity of the Year, cause-related marketing and sponsorship.
- Provide support on delivering corporate engagement activities for corporate partners.
- Work with the Head of Corporate Partnerships to forecast and provide regular financial updates.
- Act as a database (ThankQ) "Champion" working with the other team champions to ensure that all information is up to date and all team members are confident and competent users.
- Ensure timely thanking for income and maintain up to date records on the database.
- Build good relations with Place2Be operation staff and volunteers to understand and accurately reflect Place2Be's work to inform and motivate corporate supporters.
- Work closely with the wider team to spot and develop opportunities and support fundraising activity across the team.
- Adhere to finance processes, ensuring income is processed and acknowledged in a timely manner.
- Provide support to Corporate Partnerships Manager, to draft and ensure MOU's and any other legal requirements are in place for all corporate partners.
- Follow best practice in all aspects of fundraising and keep abreast of the latest developments in corporate fundraising.
- Any other duties as required

Flexibility

The job description is a general outline of the job duties and responsibilities and may be amended as Place2Be develops and expands. The post holder may be required to undertake other duties as may reasonably be required from time to time.

Person Specification

The person specification outlines the main criteria for the post and short listing will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using experience gained either in paid or voluntary work.

CRITERIA	Criteria E= Essential D= Desirable	Measured by A=Application I=interview
• Qualified to degree level or equivalent	E	A
• Demonstrable experience of working in a corporate partnerships or fundraising role, or relevant experience/ transferable skills.	E	A
• Proven track record of effective administrative work	E	A/I
• Experience of working towards financial targets and deadlines	D	A/I
• Experience of building effective relationships with internal and external stakeholders.	D	A/I
• Experience of organising fundraising and engagement events	D	A/I
• IT skills including Word, Power Point, Excel and Access and knowledge of databases	E	A/I
• Experience of working with in-house database systems	E	A/I
• Excellent communication skills – written and verbal	E	A/I
• Effective interpersonal skills – able to engage effectively with a range of audiences	E	A/I
• Ability to plan, prioritise and meet deadlines	E	A/I
• Strong team player - able to work effectively with diverse client groups	E	A/I
• Excellent customer service skills	D	A/I
• An understanding and awareness of Place2Be's equal opportunities policy and a personal commitment to equality of opportunity	E	A/I
• Ability to work non-standard hours and to travel throughout the UK	E	A/I
• Knowledge of charity/fundraising legislation	D	A/I

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**HRH The Duchess
Of Cambridge**

www.place2be.org.uk

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Registered Charity in England and Wales (1040756) and in Scotland (SC038649)
Registered Company in England and Wales (02876150)

