

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Projects & Partnerships Officer
Place of work:	Based at the Community Foundation offices in Stafford, but expected to travel across Staffordshire, Shropshire and to any location served by the Community Foundation
Reporting to:	Head of Business Development
Key Relationships:	Chief Executive, Head of Business Development, Business Development sub-committee, Trustees of The Community Foundation, The Community Foundation team, Existing and future suppliers and contractors
Role Purpose:	To foster, cultivate and develop relationships with potential donors, sponsors and supporters. To take the lead on any projects that the Community Foundation may manage for business development purposes.
Hours of Work:	30 hours per week
Salary:	£25,000 per annum FTE, (subject to pro rata scaling for part time hours), plus a very generous benefits package

Key Responsibilities – Business Development

- To lead on a select number of projects to ensure their success and their contribution to the Community Foundation's growth
- To develop and maintain a network of engaged sponsors, supporters and donors.
- To increase income from sponsors for projects under the management of the Community Foundation
- To attract donations to place-based funds managed by the Community Foundation
- To recruit, develop and manage volunteer fundraisers from all sectors of the community, including Friends and Community Groups.
- To assist with the implementation and continued development of an income generation plan to meet agreed targets and objectives, within agreed budgets and aligned to the overall income generation strategy.
- To develop and maintain strong relationships with supporters, donors, volunteers and team members.
- To support the work of the Community Foundation at events which include fundraising events, cheque presentations, talks and any other activities deemed necessary by the Chief Executive.
- To provide regular reports to the Head of Business Development and to contribute to the strategic planning of the Community Foundation through regular attendance and input at meetings.
- To ensure that accurate and appropriate records of income, partnerships and project activities are maintained in order to effect efficient administration of the Community Foundation.
- To ensure that all activities and promotions carried out comply with the Community Foundation's policies and protocols, fundraising best practice, Institute of Fundraising codes and all relevant legislation at all times.
- To keep abreast of developments in voluntary sector fundraising.

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Projects & Partnerships Officer**

General Duties

- To oversee and manage a selection of projects or initiatives.
- Attend and contribute to regular staff and liaison meetings.
- Assist in preparing quarterly monitoring reports outlining progress of the work, and key issues raised by Trustees.
- To undertake any other duties as prescribed, commensurate with salary and job description.
- To have a collaborative and flexible approach to work undertaken by the Community Foundation
- To respect confidentiality of all information obtained whilst working for the Community Foundation.
- To contribute as required to other activities within the Community Foundation in order to achieve the overall income target.

Training And Education

- To attend staff development programmes, training courses and study days as deemed necessary by the Chief Executive
- To take personal responsibility for attendance at mandatory training
- To take personal responsibility for ensuring all competency assessments are completed and reassessed on an annual basis if applicable to role
- To take personal responsibility for identifying any gaps in knowledge / skills and taking appropriate action to rectify this

Communications and Working Relationships

- Subsequent to the Community Foundation's policies on professional and personal relationship boundaries, the post holder is expected to foster excellent working relationships with all service recipients, staff, visitors, volunteers and donors.
- To act at all times in a professional manner, respecting the need of colleagues and co-operating to maintain a harmonious working environment.

General Terms and Conditions

Flexibility

The days and times of work generally fall within standard office hours but may vary according to operational needs. The post holder may be required to work flexibly to cover for the absences of colleagues and for other operational reasons.

Policies and Procedures

The post holder must comply with the policies and procedures of the Community Foundation. The post holder will be made aware of relevant policies and procedures during induction and mandatory staff training.

General

The Community Foundation has to continually modify and improve its service. This will inevitably mean that modification of structures and thus job descriptions may prove necessary. The post holder will be expected to co-operate with changes, which the Chief Executive may wish to introduce, subject to consultation.

Salary

The salary for this role is £20,270 per annum for a 30-hour working week. Working hours are flexible and depend on a start time between 8am and 10am. There may be a need to work outside of these hours and so flexibility in working patterns is given.

Benefits Package

The successful candidate will also be rewarded with a very generous benefits package which includes flexible working, a 5% pension contribution, guaranteed Christmas leave, all recognised bank holidays, at least 20 days annual leave per annum, (rising by one day with each continuous year of service up to a maximum of 5), a healthcare plan, and a package providing generous discounts at local shops, supermarkets and leisure facilities, including gyms and cinemas, as well as free drinks and snacks at high street outlets

This Job Description is not intended to be exhaustive but outlines key tasks to be undertaken. It will be reviewed in consultation with the post holder on a regular basis and will be adapted to meet the changing needs of the Community Foundation.

PERSON SPECIFICATION

It is essential that in your 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**.

It is essential that you are able to give examples that support the attributes listed in **Part Three**.

Part One – Knowledge and Experience

- Computer literacy, including a knowledge of Microsoft Office packages and CRM systems
- Basic knowledge of the voluntary and community sector within Staffordshire and /or Shropshire would be advantageous
- Good verbal and written communication skills
- Proven or current experience of project management or successfully generating new business relationships is highly desirable, although not essential

Part Two – Skills and Abilities

- Presentational, interpersonal and rapport skills with the ability to secure the confidence and trust of existing and potential partners quickly
- Strong organisational and planning abilities
- Able to work as part of a small team, under pressure when required, and within the policy framework at all times
- Effective IT and administration skills as the post will largely be self-servicing.
- Ability to undertake detailed research and analysis.
- Access to a vehicle and holding a current driving licence
- Persuasive and professional communication skills that inspire support.
- High degree of creativity with experience of developing and delivering presentations.
- Able to develop and maintain effective working relationships at all levels and collaborate effectively to maximise revenue opportunities.
- Able to demonstrate a proactive and opportunistic approach to meeting and exceeding targets.

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Part Three – General Skills and Attributes

Attribute	Essential	Important	Desirable
Qualifications			
A good standard of education		✓	
Experience			
Experience with the third sector		✓	
Project Management experience		✓	
Ability to work with stakeholders and build relationships		✓	
Experience of relationship management		✓	
Strong communication skills	✓		
Ability to work to targets	✓		
Knowledge			
Knowledge of Staffordshire			✓
Knowledge of Shropshire			✓
Knowledge of CRM systems			✓
Knowledge of fundraising			✓
Skills and Attitude			
Passionate self-starter	✓		
Delivers excellent customer service	✓		
Able to work on own initiative & without supervision	✓		
Ability to plan and manage a varying number of tasks simultaneously	✓		
Ability to meet demanding timescales		✓	
Maintain relationships and build networks	✓		
Numeracy and analytical skills	✓		
Good problem solver and decision maker		✓	
Good team player	✓		
Creative		✓	
Good eye for detail		✓	