



Title: Corporate Partnerships Officer

Reporting To: Head of Corporate Partnerships

Direct Reports: None

Location: Cambridge, CB2 1AB or home-based with occasional travel to London, Cambridge and partners. Currently home-based as per the government guidelines.

Salary: circa. £24,800 per annum

Contract: Permanent

Hours: 35 hours per week; flexible working and part-time working requests (min. 0.8 FTE) will be considered

About SOS Children's Villages UK

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe and supported. Despite our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices and belief-systems because they share them, or live amongst them. and they can help effectively because they have long-established relationships with local and national government bodies, suppliers and community leaders.

SOS UK's values are at the heart of everything we do, and they are;

- **Collaborative:** We work together to sustainably improve the lives of children and families
- **Authentic:** We are open, honest and transparent in everything we do
- **Learning:** We respect diversity, are open-minded, and listen and learn from others
- **Ambitious:** We want to achieve lasting change for children and families.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).

About the Post

Reporting to the Head of Corporate Partnerships and working in the corporate partnerships team, you will help grow SOS Children's Villages UK's income from companies through a



range of mechanisms including employee fundraising, Charity of the Year, cause-related marketing and strategic partnerships.

Supporting the Senior Development Manager and Director of Fundraising in cultivating major donor relationships through support on administration, account management, reporting and proposal development.

With excellent attention to detail and a passion for corporate partnerships, you will lead on account development of current low-level corporate partnerships and assist the team in planning approaches to high-impact strategic relationships. You will support the team's cultivation activities including online and in-person events, conduct high-quality prospect research to ensure a robust prospect pipeline, support the development of reports and pitch material corporate partners' engagement in mass-participation and challenge events.

This role suits an ambitious self-starter and a team player, capable of multi-tasking and prioritising under pressure, with some experience in the charity sector and an interest in developing their skills in a global international development charity with programmes worldwide.

Specific responsibilities include

- Contribute to and help implement a yearly activity plan as part of the wider corporate partnerships team to coordinate pitches, applications, reports and other activities to achieve targets
- Conduct high-quality research on potential corporate partners and analyse their suitability for a partnership with SOS Children's Villages UK
- Undertake due diligence, in line with SOS UK's Ethical Partnerships Policy and robust vetting criteria
- Prepare and manage effective approaches and reports to solicit support from and steward existing and new low-level corporate partners
- Assist the corporate partnerships team in developing materials and approach plans for high-level corporate prospects
- Support corporate volunteers with excellent volunteer management from recruitment to evaluation
- Account manage small corporate partnerships (less than £5k) and Corporate Child/Village sponsors, liaising with appropriate teams, ensuring that objectives of corporate partners are met
- Update and maintain the database in line with General Data Protection Regulations
- Assist in processing incoming corporate donations and other forms of support in line with internal procedures and ensure prompt and appropriate acknowledgement of all corporate income
- Ensure that all donor communications and enquiries in the corporate partnerships team are handled appropriately, promptly and courteously and that complaints and



criticisms are logged, investigated and resolved in accordance with SOS UK's systems and procedures

- Assist in quarterly forecasting, weekly and monthly reporting across a range of financial and non-financial KPIs in relation to corporate partnerships
- Take responsibility for ensuring corporate partners can take part in a wide variety of fundraising challenges and other events
- Support the Senior Development Manager and Director of Fundraising in identifying, researching and stewarding high net-worth individuals (HNWIs), including the development of bespoke proposals and reports and other forms of engagement; assist in keeping the database up to date with regard to HNWIs
- Support the Senior Development Manager to develop and implement opportunities for engaging with HNWIs, corporate partners and grant funders through small scale tailored online and offline events.

Other:

- Implement the Equal Opportunities Policy into daily activities
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it
- Undertake any other duties as may reasonably be required in this post
- Keep abreast of key fundraising trends and issues and the regulatory environment around fundraising, ensuring that standards are set, procedures followed, and issues acted upon or communicated to all staff and others as appropriate
- Ensure the Code of Fundraising Practice is followed, as stipulated by the Fundraising Regulator and best practice is adhered to.

PERSON SPECIFICATION

Essential:

- Excellent interpersonal and relationship-building skills with experience in a customer or supporter facing role
- Experience of working towards financial targets through account management and/or business development
- Experience in prospect research, production of proposals/pitches and reporting
- Excellent organisational skills with experience of managing multiple tasks and prioritising effectively
- Ability to plan and report on activities
- Good interpersonal and team working skills, with an ability to work independently and seize opportunities
- Computer literate and confident in using all MS Office software



- Evidence of excellent communication skills and attention to detail, both written and oral
- Self-starter. Highly organised, with an ability to work systematically to targets and deadlines and able to work under pressure
- Strong analytical and creative skills
- Ability to travel nationally and internationally on an occasional basis
- Willingness to work, if required, on evenings / weekends.

Desirable:

- Experience of fundraising, with a specific background in corporate partnerships
- Working knowledge of the international NGOs and/or working in a Federation
- Experience of working with volunteers
- Experience of using administrative systems and CRM databases
- Excellent presentation skills; confidence in making personal approaches and representing the organisation externally.

Personal Attributes / Qualities:

- Able to reflect SOS UK's values (detailed above) in how you conduct yourself at work and with others
- Ambitious, innovative, target driven and self-motivated
- Trustworthy, patient, flexible and a good relationship builder
- Enjoy working as part of a team
- Open to new ways of working, learning new tasks and skills as required
- Committed to building meaningful, personal relationships with some of our most generous supporters
- Strongly motivated by success and passionate about seizing opportunities as they present themselves
- Driven by the desire to give our supporters an excellent experience.

Further information

SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.

Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.

To apply:



Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles “your name cover letter” and “your name CV” to Holly Christie, Head of Corporate Partnerships, at careers@sosuk.org

The deadline for applications is 10am on Monday 1 February 2021.

Interviews will be conducted virtually via Microsoft Teams in the week commencing Monday 8 February 2021.

Benefits of working at SOS Children’s Villages UK

- 25 days annual leave entitlement, plus 8 paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off
- Employee Assistance Programme
- Cycle to Work Scheme
- Life Assurance Cover
- Pension Scheme Membership
- Contractual sick pay
- Flexible working
- Statutory maternity & paternity pay
- Charity/Volunteer Days a maximum of 2 days per annum
- Travel loan
- Sabbatical leave
- Training & Development policy

Additional resources

- SOS Children’s Villages UK organogram (see below)
- [SOS Children’s Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)

