

Job Title: Partnerships Officer	Responsible to: Head of Corporate Partnerships	Responsible for: Volunteers as appropriate
Location: London	Salary: £20,000-£24,000 PA	Term: Permanent

Department Purpose:

To accelerate growth in income and partnerships across a diversified range of income streams, thereby achieving long term, sustainable income growth for the Foundation, increasing our impact for women entrepreneurs

Job Purpose:

To support the Foundation's partnership and fundraising efforts from across all income sources. In particular to support the development of proposals, reports and undertake research that relates to corporates, trusts, foundations and institutions. Support senior staff to develop and manage their pipelines maximising donor orientated work by providing effective support through delivery of excellent process management, tracking and reporting.

KEY RESPONSIBILITIES:

- Carry out prospect research, identifying, researching and quantifying prospects across all income sources, prioritised on a monthly basis, in order to identify new funding opportunities
- Assist in the relationship management of donors, including – but not limited to – drafting emails and letters, developing proposals/project briefings and writing thank you letters and reports
- Support the Head of Corporate Partnership to solicit and relationship manage a portfolio funding relationships with corporates, including research, preparation of presentations, proposals and documents for meetings
- Support the Senior Partnerships Manager, TFIs to solicit and relationship manage a portfolio funding relationships with TFIs, including research, preparation of concepts, proposals and documents for meetings
- Prepare briefings and support staff including the Partnerships team, Directors and the CEO to cultivate and develop funding partnerships
- To oversee the Partnerships' team use of the supporter database, ensuring that records are up-to-date and accurate, and supporting the Director by contributing to regular reviews of how the supporter database is being used and areas for improvement. Oversee the Membership and Events Assistant to undertake data entry and day to day administration of the database
- Support the preparation and production of tailored high quality communications to donors – including on behalf of the CEO, Directors or Founder – and contributing to speeches and briefings as required
- Oversee the fundraising team's administration and internal systems, including managing the tracking of team income, budgets and KPI's, taking team minutes, setting up excel and word templates etc.
- Compile monthly reports of fundraising activity for various audiences as requested
- Support the organising of events and writing/developing communications as well as information/materials
- Represent the Foundation at external events, as and when required
- Other tasks as and when required

General Administration

- Identify and report on issues of compliance and risk, supporting SLT to mitigate
- Provide regular updates, share learning and report on activity
- Provide inductions for new staff
- Build a positive, entrepreneurial and collaborative culture for the Partnerships team and contribute to creating this culture across the organisation
- During busy periods, to provide support as required across the whole team

This job description is not an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

Essential Criteria

- Experience of working in a busy fundraising office – ideally including experience across one or more of the following income sources – Corporates, Trusts, Foundations, Institution's
- Demonstrable experience of undertaking research and analytical skills
- Familiarity with approaches to donor or customer stewardship and fundraising or relationship management best practice
- Excellent verbal and written communication skills, with the ability to communicate with a range of donors or prospects through a variety of formats, including both proposal and report writing
- Excellent IT skills, with a some working knowledge of using databases and solid skills on Microsoft word, excel, PowerPoint and some database and data entry experience
- Numerate, with an ability to analyse team targets/budgets, interpret and communicate data and financial information
- Experience developing fundraising communication skills
- Experience working with a donor database and fundraising systems
- Strong organisational skills with the ability to meet tight deadlines, ability to manage multiple tasks with competing priorities
- Demonstrable customer/ donor service experience
- Strong interpersonal skills with the ability to develop relationships with a wide variety of persons and institutions in a competent, professional manner
- Self-starter, highly motivated to take initiative to identify and respond to opportunities and challenges
- High level of attention to detail
- High levels of flexibility and initiative, with the energy, drive and resilience to make a success of any task
- Ability to work both independently and proactively as well as part of a team
- A passion for women's rights and a commitment to the Cherie Blair Foundation for Women's specialist area
- Willingness to undertake travel – overseas and in the UK

Desirable Criteria

- Experience developing fundraising or marketing/communications materials
- An understanding and interest in international development and in particular women's economic empowerment
- Experience of event administration, logistics and management
- One or more additional languages, apart from English
- Experience living and working in a low and/or middle income country

Application

Candidates who wish to apply are requested to submit the following documents:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV – no more than two pages

Please send your application to: recruitment@cherieblairfoundation.org

The Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. All applicants should have the right to work in UK

Job Applicant Privacy Notice

Data controller: The Cherie Blair Foundation for Women, PO Box 60519, London. W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?

The Foundation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant's eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond/ defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks.

The Foundation will not transfer your data outside the European Economic Area.

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the Foundation keep data?

If your application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating 'SUBJECT ACCESS REQUEST' or telephone the Executive Office Manager on 0207 724 3109.

If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based on automated decision-making.