



# CORPORATE PARTNERSHIPS MANAGER

APPLICANT INFORMATION PACK





## WELCOME FROM EMMA REVIE, CHIEF EXECUTIVE

The work of our foodbank network is inspiring but we face significant challenges ahead. Between 1<sup>st</sup> April 2017 and 31<sup>st</sup> March 2018, The Trussell Trust's Foodbank Network distributed 1,332,952 three day emergency food supplies to people in crisis, a 13% increase on the previous year. 484,026 of these went to children.

I want to see the end of the need for emergency food services in our country, to work with Government to ensure that our benefits system provides a genuine safety net for people and work is paid a fair wage, allowing individuals and families to thrive rather than just stave off crisis.

Although the recent Budget marked a positive step forward, there is still much more to be done and we will continue to work through the foodbank network to bring further change.

Working for The Trussell Trust means making a difference in people's lives. To continue our vital work, we rely on a team of dedicated people. Come and join one of the fastest growing charities in the UK!

A handwritten signature in black ink, appearing to read 'Emma Revie'.

**Emma Revie**  
Chief Executive



# INTRODUCTION TO THE TRUSSELL TRUST

The most recent measures show more than 14 million people\* in the UK are currently living in poverty, with individuals going hungry every day for a range of reasons, from benefit delays to receiving an unexpected bill on a low income.

The Trussell Trust's mission is to bring communities together to end hunger and poverty in the UK by providing compassionate, practical help whilst challenging injustice.

The Trussell Trust supports a network of over 400 foodbanks run by local community groups and charities across the UK, giving emergency food and support to people in crisis across the UK, where fourteen million people live below the poverty line. In the last year we gave 1,332,952 three day emergency food supplies to people in crisis.

We've been supporting our Foodbank Network to develop into community hubs, providing people in need with emergency food and a range of support in one location and helping to break the cycle of poverty.

\*14.2 million people in the UK population are in poverty. The Social Metrics Commission, 2018

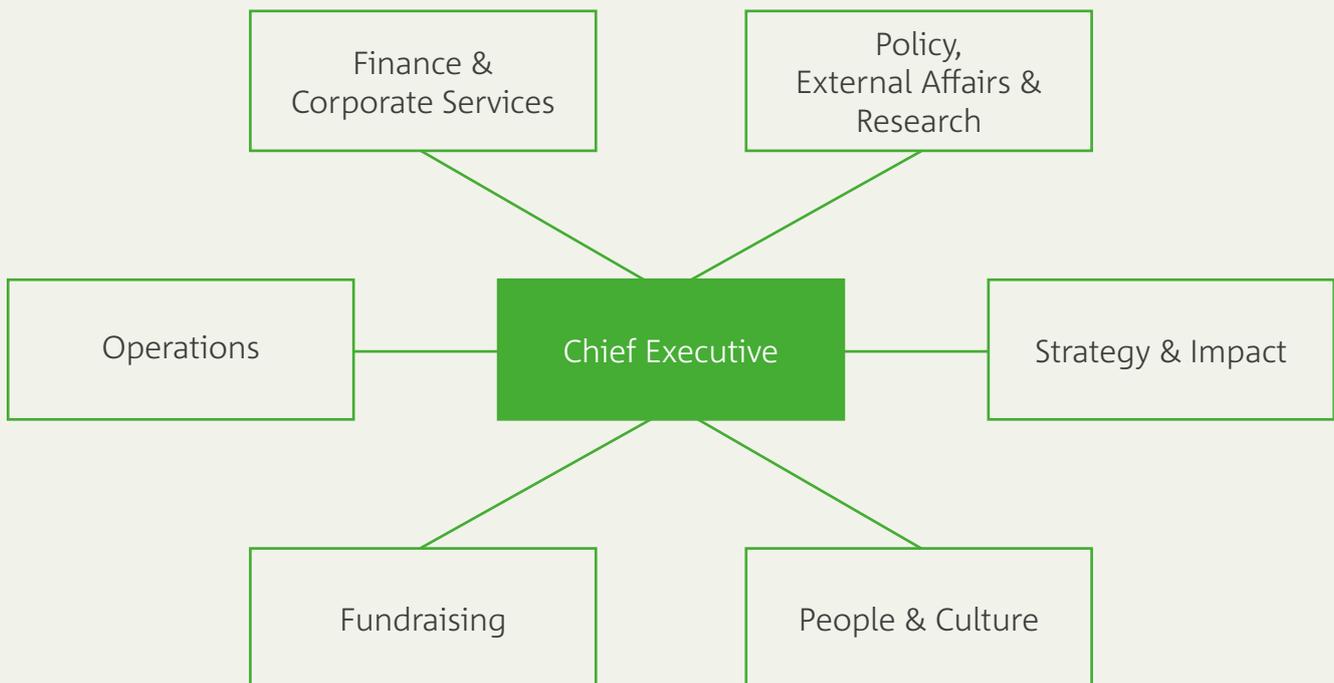




## HOW WE WORK

Our head office is based in Salisbury, Wiltshire, with satellite offices in London and Coventry and team members based across the UK.

Our support for over 420 foodbanks across our network is delivered through six directorates reporting into our Chief Executive;





## VISION, MISSION AND VALUES

### OUR VISION:

To end hunger and poverty in the UK.

### OUR MISSION:

Bringing communities together to end hunger and poverty in the UK by providing compassionate, practical help with dignity whilst challenging injustice.

### OUR VALUES:

The Trussell Trust is committed to **community** built on **diversity, tolerance, cooperation,** and **mutual respect**; we want to contribute to society and demonstrate social responsibility. Our values are important to us, and we aim to live them out in all areas of our work.

We are **passionate** about what we do and the difference it makes in the lives of others

We are **compassionate**; we give selflessly and put others before ourselves

We hold ourselves **accountable**: we acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.

We are **innovative**, with the ambition to pursue new and creative ideas that have the potential to change lives for the better.

We **empower** and **encourage** staff, volunteers and clients to take the initiative and achieve their best, in a safe environment where mistakes are viewed as learning opportunities.



## THE ROLE

**Directorate:** Fundraising

**Responsible to:** Head of Corporate Partnerships

**Responsible for:** No direct reports

**Hours:** Full-time (37.5 hours per week)

**Based:** Salisbury

## ROLE OUTLINE

The Corporate Partnerships Manager is responsible for establishing, managing and growing sustainable, mutually beneficial partnerships with mid to large sized UK companies to achieve fundraising objectives.

## RESPONSIBILITIES

- Provide day to day relationship management of a portfolio of accounts, ensuring that all activities comply with applicable law and the Code of Fundraising Practice and that the Trussell Trust's obligations to partners are met, whilst respecting the dignity of the people we serve and support
- Manage relationships to deliver in-year income in line with targets and develop plans for the following financial year, exploring the potential to engage partners in other ways and build support
- Secure new partnerships, focusing on sustainable long term, multi-year relationships and unrestricted income, ensuring that operational colleagues are consulted on any proposed partnerships/projects
- Maintain a thorough and up-to-date understanding of the Trussell Trust's operational priorities, targeting partners' support accordingly to achieve maximum impact
- Produce, implement, monitor and report on development plans for each partner
- Work with colleagues across directorates to ensure that the impact of partnerships is communicated effectively externally and that partners get progress and impact reports and other resources to enable them to communicate benefits to employees, customers and other stakeholders
- Keep abreast of key trends and issues in charity corporate relationships and changes in regulation
- Participate in regular 1:1s and annual reviews, contributing to the identification of objectives and targets, and monitoring of progress towards them
- Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team.
- Promote collaborative and flexible working across the whole Fundraising Directorate and wider Trust
- Develop a culture of innovation, resourcefulness and best practice to make the best use of time and skills.

Any other reasonable duties as specified by the line manager to support the work of the Trust.



## THE PERSON

Requirement	Measures of success (Key Performance Indicators)
Significant experience of managing private sector partnerships	<p>Length of service in similar role</p> <p>Demonstrates sensitivity and understanding in approach to corporate partners resulting in sound relationships</p> <p>Evidence of targets met</p> <p>Demonstrates emotional intelligence required in the role</p>
Proven track record of implementing a corporate fundraising strategy	<p>Delivers innovative and effective approaches in support of key departmental fundraising targets</p>
Strong project management and planning skills	<p>Delivers benefits from key corporate relationships by effectively and proactively managing projects within clearly defined timescales</p> <p>Keeps all internal and external stakeholders well-informed on key milestones</p>
Sound knowledge of the charity fundraising environment	<p>Demonstrate a good understanding of the principles underlying the fundraising code of practice, Charity Commission regulations, applicable legislation and best practice; able to identify situations where any risk of non-compliance/adherence may arise</p>
A strong sense of responsibility; meticulous in timely compliance with regulations and requirements	<p>Uses business acumen appropriately to nurture relationships with new and existing partners</p>
Ability to work flexibly on own initiative and as part of a wider team	<p>Proactive and considered communication with the Corporate Partnerships team and other members of the Fundraising Directorate as well as the wider Trussell Trust organisation</p>



## THE PERSON

Requirement	Measures of success (Key Performance Indicators)
<p>An effective communicator, verbally and in writing. Diplomatic and with the interpersonal skills needed in the role</p>	<p>Good interpersonal skills, communicative and approachable, written communication is succinct and convincing</p> <p>Is able to deliver powerful and persuasive presentations</p>
<p>High level of numeracy, IT literacy and competence Good working knowledge of a CRM system</p>	<p>Uses IT and media tools effectively to meet key departmental outputs</p> <p>Uses data and analytical tools to inform business decisions</p> <p>Experience of using Salesforce or similar CRM system for fundraising</p>
<p>Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives</p> <p>Excellent decision-making ability</p>	<p>Has a clear idea of priorities and manages own and team's time appropriately</p> <p>Delivers key outputs and responds to requests in a timely fashion</p>
<p>Is able to work through challenges in positive and effective ways</p> <p>Clear understanding of the need to maintain confidentiality</p> <p>Passionate about the work of the Trussell Trust and is sympathetic to its values and ethos</p>	<p>Demonstrates resilience, resourcefulness, flexibility and perseverance</p> <p>Demonstrates personal integrity and commitment to the values of the Trust</p> <p>Demonstrates empathy for people from disadvantaged, marginalised or socially-excluded backgrounds</p> <p>Able to represent the Trust and its values effectively</p>
<p>Commitment to occasional need to work outside of normal working hours and travel throughout the UK</p>	<p>Willing to be available for work related travel and to work outside of normal hours when required</p>



# BENEFITS OF WORKING WITH US

£30,000 - £35,000 PER ANNUM PLUS BENEFITS

People are the most important thing The Trussell Trust has – without our people we could not achieve any of our goals.

Our people are passionate about our cause and the difference it makes in the lives of others. The benefits package we offer employees to support them in delivering their crucial role includes the following:

## **Personal development programme**

Continuous Personal Development is actively encouraged and training opportunities explored

## **Pension**

Matched contributions up to 8%

## **Health scheme**

Allows employees to claim money off healthcare bills.

## **Cycle to Work Scheme**

Save up to 42% on the cost of bikes and equipment

## **Enhanced sick pay**

Four weeks of contractual hours on full pay and four weeks of contractual hours on half pay after completion of probationary period, remainder at statutory rate

## **Enhanced contractual leave**

Five additional days above statutory entitlement (33 days in total including bank holidays) [pro rata for part-time hours] and Christmas closure leave.

## **Potential to buy/sell contractual leave**

Up to five days (pro rata)

## **Enhanced maternity/paternity/adoption/shared parental leave pay**

To support sustainable living while having a family we offer enhanced pay while on leave. Please do contact us if you would like further information.

## **Flexible working**

Core hours 10am – 4pm where role allows & in agreement with line manager

## **Group life [death in service] scheme**

Three times annual salary to nominated beneficiaries

## **Staff Volunteering**

Five paid days per year to spend supporting another good cause.

## **Season Ticket Loans**

An interest-free loan to cover the cost of a public transport season ticket.

## **Plus**

Three days of significant life event leave and time off for dependants leave.



## HOW TO APPLY

If you feel you have the required passion, energy and enthusiasm to help us bring an end to poverty and hunger, then you're on your way to becoming part of something that will make a real difference to people's lives.

To apply for the role please go to [www.trusselltrust.org/jobs](http://www.trusselltrust.org/jobs) and click on 'Apply for this job' by the role details. This will take you through to our online Applicant Tracking System (ATS). You need to complete the ATS process in one go so it may help you to prepare the following before you start:

- Current employer
- Position in organisation
- Length of notice
- Give a brief outline of the responsibilities associated with your current role (no more than 150 words)
- Explain your interest in the position and give details of any relevant experience you have (no more than 150 words)
- Then separately upload your CV and a letter outlining why you are just who we are looking for.

If you have questions about this position please call 01722 580 209 or email [people@trusselltrust.org](mailto:people@trusselltrust.org).

[www.trusselltrust.org/jobs](http://www.trusselltrust.org/jobs)

The Trussell Trust is Reg. Charity in England & Wales (1110522) and Scotland (SC044246). Reg. Ltd. Co. in England & Wales (5434524)